

## CONWAY FESTIVAL OF THE HILLS FOOD APPLICATION

**October 6, 2024, 10:00 AM – 4:00 PM  
At the Conway Ball Field (Town Center)**

Thank you for your interest in our 2024 Festival. Please read this contract carefully, print and fill out page 2, sign it, and return it with your payment by:

**September 1st, late returns will not be accepted!**

**\$65.00 payable to: Conway Festival of the Hills**

**MAIL TO: Festival of the Hills, PO Box 431, Conway, MA 01341**

**Contact Hazel for any questions: [hazel.goleman@gmail.com](mailto:hazel.goleman@gmail.com) or (413) 768-9612**

We have been promoting a Green & Environmentally Friendly festival, so please read the attached memo about the types of products that are acceptable. Everyone is expected to be on board with compostable and recyclable products by now. Soda, along with water and other beverages, will be allowed by vendors.

- ✓ It is a rain-or-shine event.
- ✓ Conway non-profit organizations should give a suggested donation of **\$65 - \$300 mailed after the festival** instead of the required fee.
- ✓ Set up time is on Friday evening & Sat. by Appointment, or Sunday AM before 8:30am.
- ✓ **Take down at 4:00 PM Sunday No Sooner Please. No exceptions. If the Festival is going to close early due to inclement weather, we will notify you that you can take down early.**
- ✓ If a vendor drives onto the field before 4:00 PM to take down early, you will not be invited back to participate in any future Festivals. This is a safety violation.
- ✓ All vendors should supply their own tables, chairs, trashcans, tents, **water**, and proper electrical cords to carry the amount of power needed.
- ✓ There are limited outlets, so please indicate how many outlets are needed or if you have a generator.
- ✓ There is limited parking directly at the ballfield. Each vendor will be given **ONE** parking permit for your vehicle and any help you bring with you can park in the general lot.
- ✓ The Festival and its agents are NOT responsible for loss, theft, weather, or damage. We regret there can be NO refunds, due to the Scholarship Fund.
- ✓ The Board of the Festival of the Hills reserves the right not to allow a vendor back who violates our simple requests and/or who is rude or treats fair attendees poorly.
- ✓ **THANK YOU**

**BOARD OF HEALTH REQUIREMENTS**

The Franklin Regional Council of Governments mandates that all food vendors must acquire a **Temporary Food Establishment Permit**. Use the following website to apply for your permit and then email your permit confirmation to us: <https://frcog.org/cooperative-public-health-service-online-permitting-scheduling/> start the process at least a month before, the BOH will inspect everyone in the morning

**Complete and Return This Page**

**By signing this form, you agree to comply with ALL the rules and requests set forth by the Conway Festival of the Hills committee. ANY violation of the rules on the information page and you will not be invited back to participate in the Festival again. The Festival’s primary concern is with the safety and enjoyment of all fairgoers.**

**COMPLETE:**

1. Set up/tent size:

2. Description of all food items you will be providing: (attach a menu if needed)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_

3. # Electrical outlets requested (Limited outlets available, you supply your own cords):

**4. Submit your insurance certificate with this application**

**5. Submit confirmation of your Board of Health permit with this application, or within a month of the event**

Please sign below and return with your payment indicating your agreement with the above rules and contract:

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Vendor Name: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

NonProfit: \_\_\_\_\_

## **Green & Environmentally Friendly Festival**

The Conway Festival of the Hills is dedicated to protecting our environment. In an effort to manage the Fair in a more environmentally- conscientious way we will be **RECYCLING** cans, bottles, and glass and **COMPOSTING** cardboard, paper, and all food waste to make our many years of recycling an even more successful effort than last year, vendor participation is mandatory. Below are some simple actions we request you do to reduce the waste the fair generates.

### **THE BASICS**

#### **NO**

- Styrofoam
- Plastic plates, cups, or serving containers.
- Plastic utensils
- plastic-coated plates, cups, straws, or other containers

#### **YES**

- All paper plates, cups or containers (examples, Chinet, Greenwave, Genpak)
- Waxed plates and cups
- Cups with PLA (corn-based surfacing) are best for cups.

### **PRODUCT SOURCES for food vendors:**

If there's enough interest the FOH will purchase compostable utensils in bulk for a cheaper price, and the vendors purchase from us just what they need. No upcharge, just to cover the cost.

You would let us know ahead of time what your planned usage is and we will have extra just in case.

### **RECYCLING**

- Please break down (flatten) any cardboard boxes you generate and set them outside your booth for recycling.
- Recycle ALL your trash outside your booth:
- Separate cans, bottles, and glass from compostable materials
- Take bags of non-compostable/non-recyclable waste with you when you leave.

### **WASTE REDUCTION**

- Consider selling food that requires minimal packaging
- Limit use of straws and plastic lids – do not give them out automatically, have customers request them.
- Use refillable pump condiments or recyclable containers instead of individual packets of condiments (sugar, ketchup, cream, mustard, etc.)

# VERY IMPORTANT NEWS

## *Fire Department News*

It is **MANDATORY** that every food vendor has a **K-Class extinguisher**. VENDORS MUST PROVIDE THEIR OWN EXTINGUISHERS.

The fire department will be inspecting everyone prior to the Festival start and if you do not have an extinguisher, you will not be allowed to cook.

Each vendor MUST be 10 feet from the next vendor. We will stake the areas to make it clear and if a vendor goes over the line and violates the 10-foot rule... you will be asked to move.

## *Board of Health News*

Anyone with long hair must have it pulled back and EVERYONE in the food prep area MUST wear a hat. Anyone handling food MUST have food-safe gloves, no other type of gloves will be allowed. Our new BOH inspector is very strict and these rules must be adhered to or you may be asked to cease operation.

We write this page and capitalize certain words to stress that these rules are NOT an option. These are rules that are coming down from individual departments and the Festival of the Hills has NO say whatsoever and cannot make exceptions the day of the Festival.

**PLEASE heed this page in the seriousness that we tried to convey because it has been made clear to us that there will be no exceptions.**