

UPPER PROVIDENCE TOWNSHIP
Recreation Department
1286 Black Rock Road
Phoenixville, Pa 19460
610-933-9179 - Phone
shoffman@uprov-montco.org

Dear Food Vendor:

Upper Providence Township Parks and Recreation Department has been busy planning our **UPT Community Fall Fest**. This year's event is just a few months away and will be held on **Saturday, September 19, 2026**.

We are inviting you to join us this year for another exciting and fun day.

The up-front participation fee is \$100.00; included as part of the overall fee: 10% of your overall receipts for the day, minus the up-front fee. (i.e., If you do \$1,500 in overall business for the day, your fee is \$150 - \$100 up-front fee paid = \$50 due at the end of the event.) **The 10% of your overall receipts for the day will be due at the end of the special event in form of cash or check.** In addition, you will need to provide your own tent, tables & chairs, and generating power to appropriately run your food stand.

You must provide us with a Certificate of Liability Insurance, naming Upper Providence Township as an additional insured, for an amount not less than \$1,000,000 per occurrence, along with a copy of your food handler's license.

You must be on the property no later than 11:00am and ready to sell food product by 12:00 pm when the day's activities begin. Vendors will be set up at **Anderson Farm Park**. All vendors are expected to remain in place until the event ends at 5:00pm, or if you sell out of product and it is safe to leave – you will be able to leave after being given permission by the Event Director.

We encourage you to get your registration back to us ASAP to guarantee your spot. We will only be taking a select number of trucks for UPT Fall Fest 2026. ***All you need to do is complete the information below and return it with your payment.*** For further information please contact the Recreation Department at 610-933-9179 or uptparksandrec@gmail.com.

To register as a Food Vendor please fill out the form below and return it with payment, no later than 8/14/2026 to: Upper Providence Township, __ UPT Community Fall Fest __, 1286 Black Rock Road Phoenixville, Pa 19460.

Business Name: _____

Contact Person: _____

Address: _____

Contact Phone # _____ Cell Phone # _____

Contact E-mail Address: _____

Food Item(s) to be sold: _____

Needed Space dimension: _____ Fee: \$100/10% of gross sales _____