



POCONO FOOD TRUCK FESTIVAL

FOOD VENDOR APPLICATION

- WHERE:** Shawnee Mountain
401 Hollow Road, East Stroudsburg, PA 18301
- WHEN:** Saturday & Sunday, October 10 & 11, 2026
11:30 am to 5:00 pm both days
- SET-UP:** **Day before event** – Friday, October 9, 2026 from 11:00 am to 6:00 pm
Day of event – Saturday, October 10, 2026 from 7:00 am to 10:00 am
*All additional vehicles **MUST** be moved out of the festival grounds by 10:00 am on the day of the festival. Necessary inspections will begin prior to opening.*
- DEADLINE:** All applications must be submitted by September 1, 2026.
- ELECTRICITY:** Vendors must list all electrical connections on application. Electrical arrangements must be made at time of registration. 15 amp/110 volt only. Last minute electrical changes will not be accepted. All generators must be approved by Shawnee Mountain.
- INTERNET:** Vendors must provide their own internet for POS transactions.
- WEATHER:** The festival will not be canceled because of rain. This is an outdoor event; be prepared for any type of weather.
- CERTIFICATE OF INSURANCE:** A current Certificate of Insurance is required for all vendors naming Shawnee Mountain as an additional insured. Certificate of Insurance is required at time of registration.
- REQUIREMENTS:** The exhibitor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash.
- CONTACT US:** Jenny Fuller
Phone: 570-807-3079
Email: jfuller@shawneemt.com
Mailing Address: Shawnee Mountain
PO Box 339
Shawnee-on-Delaware, PA 18356
Attn: Festival Committee
- APPLICATION CHECKLIST:** Please mail or email the following items for approval:
- Application
 - Payment
 - Food menu with pricing
 - Affirmation & Liability Release
 - Certificate of Insurance
 - Photo of your truck / any high-quality photos for our website and advertising

KEEP THIS COVER SHEET FOR YOUR INFORMATION



FESTIVAL PROCEDURES, CONDITIONS & RATES

GENERAL INFORMATION

This document contains pertinent rules and regulations that govern the operations of the POCONO FOOD TRUCK FESTIVAL hosted by Shawnee Mountain. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the **September 1, 2026** deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item. POCONO FOOD TRUCK FESTIVAL (PFT) strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

PROCEDURES

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. High quality photograph(s) of the concession set-up is required.
2. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
3. **\$250.00** vendor fee with a completed and signed application by **September 1, 2026**. If you are not accepted for the Festival your check will not be cashed.
4. Certificate of Insurance naming **Shawnee Mountain** and **POCONO FOOD TRUCK FESTIVAL** as an additional insured.

INSURANCE VERIFICATION

Each exhibitor must provide Shawnee Mountain with a certificate for Comprehensive General Liability and Automobile Insurance, \$1,000,000 minimum plus Workers Compensation as provided by the statutory limits of \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease for each employee.

Shawnee Mountain must be listed as additional insured under general liability in relation to show participation, on the certificate under "Description of Operations / Locations / Vehicles/ Exclusions added by Endorsement / Special Provision". There are two exceptions to the Workers Compensation requirement (1) Canadian exhibitors and (2) any vendor that is self-employed with zero employees; this exhibitor must submit a date/signed letter stating "I am self-employed with zero employees and therefore exempt for carrying Workers Compensation.

Exhibitors who retain subcontractors must have those subcontractors submit certificates as outlined for exhibitors. The exhibitor must provide that subcontractor's certificate when providing its own certificate. Certificates are required with deposit. All payments and forms must be sent to Shawnee Mountain no later than the deadline date **September 1, 2026**. If there is a problem with your insurance, please contact us at 570-421-7231.

CONDITIONS

1. All locations will be assigned by Shawnee Mountain and PFT staff. While written location requests will be considered, placement will be at the sole discretion of Shawnee Mountain and PFT staff. Use of Shawnee Mountain property is strictly limited to assigned location.
2. Exhibitor/Concessionaire parking is provided in designated areas only. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by PFT or Shawnee Mountain staff.
3. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved. All items food vendor/concessionaire wishes to sell are subject to approval by Shawnee Mountain and PFT staff. Any product not specified in the application will not be allowed at the Festival, unless permission is sought and given, in writing. Items will be removed from the concession stand when asked by Shawnee Mountain or PFT staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival in future years.

4. Food/Concessionaire must provide a certificate of insurance to Shawnee Mountain by **September 1, 2026**.
5. All signs and displays must be of a professionally produced nature. **Prices of items must be displayed.**
6. Food/Concessionaires are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy.
7. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. Please note: Food vendors should expect inspection of food operations by PA Department of Agriculture.
8. A limited number of electrical hook-up will be available (SEE Application). You can also use propane to run your booth during the day. **Generators may only be used with Shawnee Mountain and PFT approval.** Vendor agrees to hold Shawnee Mountain and POCONO FOOD TRUCK FESTIVAL and any officers and/or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction.
9. Shawnee Mountain and PFT will provide day and evening security, but food/concessionaire **agrees to hold above-listed organizations harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, break- down/load-out of the Festival.**
10. **SALE OF BEVERAGES WILL BE RESERVED EXCLUSIVELY FOR Shawnee Mountain AND PFT.** Shawnee Mountain and PFT also reserve the right to restrict which items will be sold, to include exclusive agreements with national product lines and those who have entered an agreement with Shawnee Mountain and PFT to be the "official" vendor, such as: soda, beer, wine and Festival T-shirt.
11. Food/Concessionaires are not to begin striking their display until the event is cleared. Exhibits must remain open until event closing, even if exhibitor is sold out. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.
12. REMINDER: INSURANCE ** Please note: All vendors are required to submit proof of insurance see #4 above. Proof of this insurance must be mailed with your application to PFT no later than **September 1, 2026**, or vendor space will be released to vendors on our waiting list. Email certificate of insurance to jfuller@shawneemt.com OR mail to:

Shawnee Mountain

PO Box 339

Shawnee on Delaware, PA 18356

Attn: Festival Committee



POCONO FOOD TRUCK FESTIVAL VENDOR APPLICATION

Business Name: _____

Contact Name: _____ Phone: _____

Street or PO Box: _____

City: _____ State: _____ Zip: _____

E-mail Address (required): _____

Nature of goods to be sold: _____

Were you a vendor last year?: _____

Length of food truck (including tongue): _____ Service Window: Driver's Side or Passenger's Side

Number of vehicle passes (max 2): _____ Anticipated date & time of set-up: _____

Do you have (please circle): Facebook, Twitter, Instagram Hashtag: _____

Your truck will be required to have an on-site fire extinguisher that has been serviced in the past year.

The deadline is **September 1, 2026**. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the POCONO FOOD TRUCK FESTIVAL, (PFT) and Shawnee Mountain, reserve the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.

I have read and understand and will abide with POCONO FOOD TRUCK FESTIVAL general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing. No vehicles will be permitted to enter, or leave the festival until the event is cleared and Shawnee Mountain staff has stated vehicles can move. This is for the safety of vendors and guests and will be strictly upheld.

Applicant Signature: _____ Date: _____

Please Print Name: _____

The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.

Shawnee Mountain reserves the right to refuse any application. Submission of this application does not guarantee a space.



POCONO FOOD TRUCK FESTIVAL VENDOR APPLICATION

1. **PROPOSED MENU OFFERINGS:** List the items you want to sell at the festival. Please try to be as specific as possible and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.

2. **REMINDER:** No beverages may be sold without prior approval of the Festival Committee. The sale of alcoholic beverages is strictly prohibited.

3. **SMALL PLATTER:** We recommend that trucks offer a small platter. Many guests purchase food from an average of three trucks. We strongly suggest offering a small portion so guests can try multiple items. **Maximum pricing should be \$15 per item.**

4. Submitting your application does not guarantee acceptance into the event. Vendors selling similar items will be limited.

SALE OF BEVERAGES WILL BE RESERVED EXCLUSIVELY FOR SHAWNEE MOUNTAIN

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

Your menu and pricing must be clearly labeled at your booth.



POCONO FOOD TRUCK FESTIVAL FOOD VENDOR APPLICATION

_____ Food Truck Vendor Space	\$250.00	= \$ _____
_____ Electricity (15 amp/110 volt only) Extension cords & lights not provided <i>Above 15 amps or 110 volts,</i>	\$80.00 <i>(per 15 amp outlet)</i>	= \$ _____
<i>Total Amount Enclosed</i>		= \$ _____

NOTE: Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted. Generators are permitted if they are quiet. If you would like your generator approved in advance please send a photo with details along with this application. All generators will also be checked/approved by Shawnee Mountain at event check in.

PAY BY CHECK

Please make all checks payable to **Shawnee Mountain**

Mail to:

Shawnee Mountain
PO Box 339
Shawnee on Delaware, PA 18356
ATTN: Festival Committee

PAY BY CREDIT CARD

Please call Shawnee Mountain directly to pay by credit card. Please note a 3% transaction fee will be added to all credit card payments.

Checks will not be cashed, and credit cards will not be charged, until you are approved as a vendor.



AFFIRMATION & LIABILITY RELEASE

I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the **2026 POCONO FOOD TRUCK FESTIVAL**, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that Shawnee Mountain located in Monroe County in the state of Pennsylvania, their members and/or directors and officers may not be held liable in any way for any occurrence in connection with my participation in the **2026 POCONO FOOD TRUCK FESTIVAL** that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release **2026 POCONO FOOD TRUCK FESTIVAL** and Shawnee Mountain, their members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Company Name

Signature of Participant

Date

Print Name