



Kiwanis Wilderness Trail Festival FOOD Vendor Application

3rd Saturday, September from 9:00 a.m. – 4:00 p.m.

wildernesstrailfestival@gmail.com

www.wildernesstrailfestival.com

Questions? Contact Greg Boyer, Festival Coordinator: 540-230-5494

Page 1

Category Descriptions, Space Sizes, and Fees:

FOOD Vendor—Two Space Sizes Available:

10' deep by 15' wide for \$150.00

10' deep by 24' wide for \$200.00 (Food Trucks)

A \$25 service fee will be charged for all Returned Checks.

Confirmation:

- Applications will not be processed without a registration fee, detailed description of items and/or what food items or services you would like to provide, and if applicable, photos.
- Applicants will be notified as soon as possible if your application has **not been pre-approved, or any item cannot be sold due to duplication.**
- For pre-approved applicants, a confirmation letter including VA Dept of Health Temporary Event Food Facilities Permit, and further details will be emailed to all applicants around August 1st. Until then, your cancelled check will serve as confirmation of your space reservation. VDH temporary permit forms must be submitted at least 30-days before the festival. All food vendors must meet local fire ordinances and regulations for food trucks, mobile trailers and free-standing canopies.

Important Deciding Facts: *(Please see Guideline Information on page 3 for complete festival guidelines)*

Food Items Selection: The Kiwanis Wilderness Trail Festival committee reserves the right to limit certain food item selections. You MUST list every item you would like to serve. You will be contacted only if you cannot sell an item due to duplication.

Rain Policy: The Kiwanis Wilderness Trail Festival will go on rain or shine—there is no rain date. NO REFUNDS will be given for bad weather.

Removal from Festival: **Failure to conform to local fire codes/ordinances, VDH requirements or if) unapproved items are found at your space, you may be removed without a refund.**

Cancellation Policy: NO REFUNDS will be given for cancelled reservations.

Other: Vendors should be self-sufficient and provide their own water and electrical needs. Specific vendor needs must be addressed and approved prior to the festival. Trash dumpsters will be provided but removed 1-hr after festival closing time.



FOOD Vendor Information

Business Name: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Cell Phone: (____) _____

Email: _____

Website: www. _____

Spaces Size: (please circle one) **10' by 15'** OR **10' by 24'**

Detailed Description of Food Items Wished to Sell: *(please use additional pages as needed)*

I have honestly completed the application and read all of the Kiwanis Wilderness Trail Festival guidelines.
Should I be chosen to participate in this festival, I will be a professional vendor and follow the guidelines.

SIGNATURE: _____ Date: ____/____/____

Please return **1)** completed application, **2)** check made payable to Kiwanis Club of Christiansburg Kiwanis
Club of Christiansburg * P.O. Box 313 * Christiansburg, VA 24068



Kiwanis Wilderness Trail Festival

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wildernesstrailfestival@gmail.com www.wildernesstrailfestival.com

Space Size Requested: _____

Check Number: _____

Application, Fee, and Photos were mailed on: _____

Food Items Requested to Sell: _____

Guideline Information

Virginia Dept of Health (VDH) Regulations/Application:

- All food vendors must have a valid VDH food permit. Around August 1st, the VDH application will be mailed out. This application must be returned along with your permit fee or copy of a valid VDH permit. You will not be allowed to participate without a Health Dept. application, approval, and valid permit.
- All food trucks, mobile units and free-standing canopies must meet local fire codes and ordinances. Food trucks must have a valid fire safety permit to operate at the festival.

Arrival and Departure Guidelines:

- **Set up time is 6:00 – 9:00.** Vendors arriving after 9:00 a.m. will be turned away without refund.
- **All vendors** are required to remain at the show until closing without approval that includes the Town of Christiansburg. We have advertised the specific hours of the festival, and it would not be safe, professional, or fair to patrons to break down before the specific closing time. Festival safety is of the utmost importance.
- Failure to appear or early withdrawal from the festival will jeopardize participation in future shows.

Refunds:

- **Rain and Wind Policy:** There will be **NO REFUNDS for rain or wind.** A great deal of time and expense is put into the Kiwanis Wilderness Trail Festival over the course of a year therefore it is our policy not to cancel the festival for bad weather. Vendors are responsible for providing their own protection from inclement weather. A one-hour wait period will occur before calling the status of the festival during extreme weather. After that period, if the festival is cancelled, a staff person will notify participants. Only then will vehicles be allowed back onto the festival street.
- **Cancellation Policy:** We **do not refund** for cancellations.

Virginia Department of Taxation:

- Vendors must file taxes on their own as required by law. Refer to <http://www.tax.virginia.gov>.

Additional Guidelines:

- The Kiwanis Club of Christiansburg and the Kiwanis Wilderness Trail Festival Planning Committee have the right to update, change or re-design the layout of the festival as they see fit. All Festival Sponsors may be placed throughout the festival layout and may not be forced to adhere to the same guidelines as Handcrafted by YOU, Non-Profit/Business Displays, or Food Vendors.
- Vendors should be self-sufficient and provide their own water and electrical needs. Specific vendor needs must be addressed and approved prior to the festival.
- Vendors are responsible for providing their own trash receptacles/bags for their space. There will be trash cans at the festival for vendors to dispose of a small amount of debris afterwards. Trash cans will be removed approximately 1-hr after festival closure.
- Vendors are responsible for cleaning up their entire area. The space must be returned to its original condition. If it is not, the vendor will be charged directly.
- Locations and street layout are subject to change at any time.
- A professional attitude and consideration for co-vendors is always expected. Failure to cooperate with the Kiwanis Wilderness Trail Festival Staff may result in removal from the show without refund.
- Vendors shall be responsible for delivery, handling, erection and removal of their display and materials.