



# 44th Annual Kiwanis Wilderness Trail Festival

Saturday, September 16<sup>th</sup> 2017 9:00 am – 4:00 pm

## 2017 FOOD Vendor Application

540/239-7058 [wildernesstrailfestival@gmail.com](mailto:wildernesstrailfestival@gmail.com)

[www.wildernesstrailfestival.com](http://www.wildernesstrailfestival.com)

### 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

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

### Confirmation:

- Applications will not be processed without registration fee, detailed description of items and/or what you would like to do, and if applicable, photos.
- Applicants will be notified as soon as possible if your application has **not been approved or any item cannot be sold due to duplication.**
- For approved applicants, a confirmation letter, VA Dept of Health Temporary Event Food Facilities Permit, and further details will be mailed to all applicants around August 1<sup>st</sup>. Until then, your cancelled check will serve as confirmation of your space reservation.

### Important Deciding Facts: *(Please see Guideline Information 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:** 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:** No electrical outlets, tables, tents, water, VDH regulated dump areas will be provided.

## **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 22'**

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: \_\_\_/\_\_\_/20\_\_\_

Please return **1)** completed application, **2)** check made payable to Kiwanis Club of Christiansburg  
**Kiwanis Club of Christiansburg \* P.O. Box 2125 \* Christiansburg, VA 24068**

*This sheet is for your records. Please staple returned check here.*



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### **FOR YOUR RECORDS:**

Space Size Requested:

Check Number: \_\_\_\_\_

Application, Fee, and Photos were mailed on: \_\_\_\_\_

Food Items Requested to Sell: \_\_\_\_\_

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### **Guideline Information**

#### **Virginia Dept of Health (VDH) Regulations/Application:**

• Around August 1<sup>st</sup>, the VDH application will be mailed out. VDH app must be mailed to vendor coordinator and any fees in self-addressed stamped envelope by Sept.1.

#### **Arrival and Departure Guidelines:**

- Vendors arriving after 9:00 a.m. will be turned away without refund.
- All vendors are required to remain at the show until closing. We have advertised the specific hours of the festival, and it would not be professional or fair to patrons to breakdown before the specific closing time.
- 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 not filing taxes through an established business, must submit the tax form provided in the August 1<sup>st</sup> packet to the Dept. of Taxation. Any questions: please see website at <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 Top Level 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.
- No electrical outlets, tables, tents, ice, water, VDH regulated dump areas will be provided.
- Vendors are responsible for providing their own trash receptacles/bags for their space. There will be dumpsters at the festival for vendors to dispose of their trash afterwards.
- Vendors are responsible for cleaning up their entire area. The space should be returned to the original condition. If it is not, the vendor will be charged directly.
- A fire extinguisher must be in any booth where food is cooked, candles are lit, or if there is any burning or smoking items.
- Locations and street layout are subject to change.
- A professional attitude and consideration for co-vendors is expected at all times. Failure to cooperate with the Kiwanis Wilderness Trail Festival Staff may result in removal from the show without refund.
- Vendors shall be liable for delivery, handling, erection and removal of their own display and materials.