



**27<sup>th</sup> Annual in Downtown South Boston**  
432 Main Street, South Boston, VA 24592  
Telephone: (434)-575-4208 Fax: (434) 575-4275  
E-mail: [sdavis@southbostonva.us](mailto:sdavis@southbostonva.us) Website: [www.soboharvestfest.com](http://www.soboharvestfest.com)

**Saturday, September 29, 2018**



## **FOOD VENDOR APPLICATION**

### **ENTRY FEE:**

**\$150.00** make payable to **South Boston Harvest Festival** (fee is non-refundable) **All applications received after Aug. 31, 2018, the entry fee will be \$10.00 more--\$160.00**

Send completed application and check, money order or credit card information to:

South Boston Harvest Festival 432 Main Street South Boston, VA 24592.

Service Charge for all returned checks **\$25.00**

**Final Deadline --- Thursday, September 27, 2018 12:00 noon.**

### **REQUIREMENTS TO APPLY:**

**\*MUST** submit at least one photo of what your display will resemble. Applications will not be considered without photo. **\* MUST** submit your menu along with the application.

**\*MUST** apply for a Temporary Food Event Permit and pay the required Health Department Fee. Please call the VA Department of Health at 434-433-3545, to obtain needed information.

**\*MUST** give all measurements of booth space needs. *Measurements must include footage for the trailer, tongue, tents, canopies, counters, etc.*

**\*MUST** provide a "Certificate of Insurance" indicating \$1,000,000 liability limit and **Destination Downtown South Boston, 432 Main Street, South Boston, VA to be listed as an "Additional Insured"**. This certificate must accompany the application.

**\*MUST** provide a working fire extinguisher. The Fire Marshall **will stop cooking operations immediately if the food vendor lacks an appropriate fire extinguisher.** The type of fire extinguisher(s) required varies with the type of fuel used. The following type fire extinguishers are required as noted:

<u>Type of Fuel or Cooking Operation</u>	<u>Type of Fire Extinguisher Required</u>
Charcoal or Wood BBQ	Minimum U.L. Rating of 2A 20BC
Propane, Butane or Natural Gas	Minimum U.L. Rating of 2A 40BC

**\*Deep Fat Frying (Heated Electric, Propane, Other)\* U.L. Rated for Class “K”\***  
**(In addition to the Fire Extinguisher required for the Source of Heat Being Used.)**

Fire extinguishers must have a tag that indicates they have been serviced within the past 12 months. Exception: New fire extinguishers (those purchased within the past 12 months) may pass inspection by having the receipt showing the date of purchase taped to or otherwise attached to the fire extinguisher.

All extinguishers shall be mounted in a readily accessible and visible location, between 3 and 5 feet above the ground.

### **GENERAL INFORMATION:**

\*This is an outdoor festival held in the streets of downtown South Boston.

\*Vendors provide own tables, chairs, tents, extension cords, etc.

\*Exhibit hours 9 a.m. – 5 p.m. Set up and be ready to sell at 9:00 a.m. and sell until 5:00 p.m., please no selling after 5:00 p.m.

**\*Fee is nonrefundable due to cancellation on your part or inclement weather.** This is a “rain or shine event” – no rain date.

\*Exhibit spaces will be arranged by the Harvest Festival organizers according to the order of application received, paid application fee, and what works best for the flow of the festival.

\*Confirmation of acceptance and vendor check-in information, will be sent prior to the festival.

\*Estimated attendance of previous festivals was around 8,000.

For Office Use Only:

App# \_\_\_\_\_ Date Rec. \_\_\_\_\_ Conf. Sent \_\_\_\_\_ Fee Paid \_\_\_\_\_

## **FOOD VENDOR APPLICATION 2018**

**\$150.00 application fee—must accompany this application**

Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Email: (**PRINT CLEARLY, you will receive festival information by email**)

Full Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Description of foods to be sold or provide a menu: (**be specific**)

\_\_\_\_\_

Booth space measurement: (**be specific; include trailer, tongue, canopies, tents, etc.**)

\_\_\_\_\_

Which side of your trailer do you sell out of... right \_\_\_\_\_ left \_\_\_\_\_

**Electrical Needs:** (check the one that applies to you) **NO GENERATORS ALLOWED**

**Option #1** none \_\_\_\_\_

**Option #2** yes \_\_\_\_\_ (120v/20amps)

**If yes, please state what you will be using the electricity for. For example---cash register, cooler, popcorn popper, stove, etc.**

\_\_\_\_\_

**Extra electricity, Option #3** yes \_\_\_\_\_ (the volts/amps you require \_\_\_\_\_)

**If yes, please state what you will be using the electricity for. For example---cash register, cooler, popcorn popper, stove, etc.**

Our extra electricity is limited. If your electrical needs are above 120v/20 amps, please call and discuss this with the festival coordinator for approval, before mailing in application.

**There is an additional charge for extra electricity. (434-575-4208)**

Do you have handicapped needs? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been here before as a **vendor**? Yes \_\_\_\_\_ No \_\_\_\_\_

How did you hear about this festival? \_\_\_\_\_

**Payment Information**  
**(Payment is due with the application to secure your spot)**

Payment: Please make check or money order payable to **South Boston Harvest Festival**

Payment by credit card: (fill out below or call the office 434-575-4208)

Name as it appears on card: \_\_\_\_\_

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

Type of Card (circle one) **VISA** **MASTERCARD** **DISCOVER**

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_

Signature: \_\_\_\_\_

By submitting this form, I understand that my Credit Card will be charged the fee for my application to the South Boston Harvest Festival of 2018 upon the Festival's receipt of this application form. Your receipt will be emailed back to you. Your statement will show a charge made to Destination Downtown South Boston (DDSB).

**Agreement Information**  
**(signature required---this page must accompany your application)**

**PLEASE PRINT OUT ALL PAGES, FILL OUT COMPLETELY  
AND MAIL BACK TO THE FESTIVAL. KEEP COVER PAGES  
FOR YOUR FILES**

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Any questions call Sara Davis, Festival Coordinator at 434-575-4208, fax 434-575-4275  
or email [sdavis@southbostonva.us](mailto:sdavis@southbostonva.us) .

For more information visit, [www.soboharvestfest.com](http://www.soboharvestfest.com)

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By signing this application, each vendor is fully responsible for their own entries, including loss by breakage, theft, fire, rain, or any other cause of damage to inventory or self. Vendors are responsible for any insurance they deem necessary. Also, the vendor hereby expressly releases Destination Downtown South Boston and the Town of South Boston from any and all liability for damage, loss or injury to any person or goods from any cause whatsoever.

Destination Downtown South Boston and the Town of South Boston assume no responsibility or liability for fire, theft, rain, or other loss or damage or for injuries to person or property.

Signature (required) \_\_\_\_\_

Today's Date \_\_\_\_\_



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## **NO SOLICITATION AGREEMENT**

Organization Name \_\_\_\_\_

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

The South Boston Harvest Festival allows all vendors to operate their booth space within the allotted dimensions as stated on all applications, each paid space being 10 ft by 10 ft. All vendors will agree to use their 10 by 10 booth space to display their wares in that area. At no time during festival hours (9:00 am to 5:00 pm) will vendors or any of their associates be allowed to go up and down the festival streets and solicit the visitors. Any vendor or their associates who do not abide by this agreement will be asked to leave the festival immediately and will not be allowed to return to the festival in future years.

Signature of Contact Name \_\_\_\_\_

Today's Date \_\_\_\_\_

**Please read, sign, date and return to the  
South Boston Harvest Festival, with your application.**