



Office Use Only:  
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Approved  Denied

**Powhatan Chow Down Food Festival  
Food Vendor Application—Saturday, April 9, 2011**

Business Name of Vendor: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Cell phone \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Person in Charge: Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

List items to be with corresponding prices: \_\_\_\_\_

Standard Booth size: **10x15 @ \$150.00** a day Extra space can be reserved at additional cost.

Select one: **Singe Space**  \$ \_\_\_\_\_ **Double Space**  \$ \_\_\_\_\_ **Triple Space**  \$ \_\_\_\_\_

Vendor must pay for space prior to set-up. \$20 Service charge for returned checks

**Information:**

- All participating food vendors are required to have a professional presentation (as decided by the Chow Down Festival staff).
- Vendors will be expected to remain open during the hours that the festival is open and must be set-up and be ready for inspection by 10:00 AM Saturday morning.
- The Chow Down Committee reserves the right to determine concession status and location. Vendors will be assigned space taking into consideration space needs; past practice and where possible, consideration will be given to requests for specific requests.
- Food vendors may sell non-alcoholic beverages only at the Chow Down festival. Beer, wine and all other alcoholic beverages can only be sold by the Powhatan County Fair Association.
- Chow Down Committee reserves the right to amend product lists and/or deny the sale or distribution of any item it deems inappropriate and/or repetitive for the Festival. We do not want numerous vendors selling the same items.
- Deadline for application is 5:00 pm Friday February 25, 2011. Please mail payment for booth fee with the registration form. **Make checks payable to: Powhatan County Attn: Kevin Myers, 3834 Old Buckingham Rd, Powhatan, VA 23139 or fax form to 804-598-5603.**
- This agreement is for rain or shine. If the event is cancelled because of inclement or hazardous weather, no refund will be issued after acceptance and no credit will be given toward future events.

**Rules and Regulations:**

1. Before commencing any activity, all food vendors granted approval to operate on the premises shall provide a certificate of general liability insurance naming the Chow Down Committee, Powhatan County, Powhatan County Fair Association, Powhatan County Parks and Recreation its employees, agents, representatives and volunteers as "an additional insured". You must complete Insurance Information below.
2. Vendor must be in total compliance with State and Local ordinances as does your product and equipment.

3. Vendors will be permitted to unload supplies/equipment during appropriate times, after which times vehicles must be moved outside the event area.
4. Vendor must provide their own tents, chairs, tables, extension cords, power strips, lighting, and generator for electricity. Electricity is not provided unless stipulated in writing. Power will cost an additional fee.
5. Security for the grounds will be provided by the Powhatan County Police Department. Although security is provided, the Chow Down Festival assumes no responsibility for loss, theft for damage to person or property. We will not be responsible for any item or equipment that vendors leave on the grounds.
6. NO PART OF THIS DOCUMENT MAY BE CROSSED-OUT OR OTHERWISE ELIMINATED OR MODIFIED.
7. Vendor shall designate a person-in-charge as his representative to be responsible for decisions necessary to complete any and all aspects of this agreement. This person shall be on-site and available from the beginning of load-in through the completion of load-out.
8. The facilities kitchen shall be used by person(s) to which it is has been assigned with no outside traffic allowed (i.e. getting water and/or ice will not be permitted). This activity is in violation of the State and Local Health Code. Person(s) in violation may be penalized and fined as deemed appropriate by authority of the Health Department.
9. All structures, tents, etc. must be dismantled and removed by 11:00 PM, Saturday evening. A committee designee, will check your site before departure. Failure to comply will result in vendor privileges being denied at future festivals and events.
10. The Fairgrounds is committed to reducing the environmental impact of its events. We support the use of plastic, recyclable aluminum & steel cans, bottles, glass, paper and cardboard. Please dispose of waste in an environmentally responsible manner. Recycling collection bins will be provided on-site. Unused or leftover food may be donated to our designated facility.

**Prohibited items & behavior**

11. Vendors may not share space. Only one business may be indicated on the application and signage. You are required to post signage to promote items sold and prices.
12. Booths shall be kept clean. Vendor is not responsible for booth trash removal but is expected to use their assigned trash bin instead of receptacles for use by general public.
13. No alcohol may be consumed by vendors, workers, volunteers, or employees on-site during working hours.
14. The duplication or use of any trademarks or logos belonging to the committee is strictly prohibited
15. Language or behavior that is not appropriate for the family-oriented Festival.

**Insurance Information:**

Vendor must provide a copy of liability Insurance naming Chow Down Committee, Powhatan County, Powhatan County Fair Association, Powhatan County Parks and Recreation its employees, agents, representatives and volunteers as an additional insured for agreed time period.

Insurance Carrier & Policy Number: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Insurance Contact Person E-mail: \_\_\_\_\_

I have read and understand the regulations above and I agree to comply with the regulations. Any revision(s) or addition in terms of this agreement must be in writing and approved in writing by all parties. I understand there will be no refunds or rain checks due to inclement weather. I understand failure to comply with the regulations may result in expulsion from the event without a refund.

**Vendor:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Paid in Full: \_\_\_\_\_ Partial Payment: \_\_\_\_\_

**Thank you. We will respond within 7 days of receiving your application. Questions call 804-598-1304**