

# Strasburg Chamber of Commerce ~ Mayfest Celebration

## Food Vendor Rules & Regulations

### EVENT DAYS & HOURS

- ☞ Saturday, May 20, 2017                      10 a.m.-10 p.m.
- ☞ Sunday, May 21, 2017                      11 a.m. - 4 p.m.    - **Breakdown is not to begin until the end of the festival, Sunday at 4 p.m. Vehicles are not allowed in the festival area during the festival due to insurance requirements.**
- ☞ Event held rain or shine

### APPLICATION DEADLINE ~ April 5, 2017

- ☞ Payment due with application submission. **There is a \$35 fee for returned checks.**
- ☞ If your application is not accepted, your payment will be returned.
- ☞ If you are accepted, you will be notified by the Food Committee Chairman after April 10, 2017.
- ☞ Past acceptance does not guarantee acceptance at this festival.
- ☞ The Mayfest Food Committee reserves the right to limit number of vendors with the same items or request a vendor does not sell a specific food.
- ☞ Full Menus required for submission with application. **NO** last minute food item additions. You will not be allowed to sell any items not listed on your menu or approved prior to the event.
- ☞ Acceptance after this date is on a space available basis.
- ☞ Refunds will be paid in full for cancellations received before April 14, 2017. No refunds for cancellation after April 22nd.
- ☞ Notification of space location will be given only at check-in on **Saturday, May 20th, 6 a.m.-8:30 a.m. Check-in will take place at 157 East Washington Street, Strasburg, VA 22657(Early check-in and set up with prior approval only)**

### SPACE SIZE & COSTS

- ☞ Space size is 10 x 20
- ☞ Cost ~ \$75 per space per day; non-profits, \$35 per space per day
- ☞ Space size is to include open awnings and trailer hitch
- ☞ If vendor set up is larger than initially indicated and paid for, vendor must pay additional space fee and a \$25 oversize fee.
- ☞ Electric is \$30 per day
- ☞ No water available

### INSURANCE

- ☞ All vendors must carry General Public Liability with a minimum limit of \$1,000,000.
- ☞ Certificate of Insurance must accompany application.
- ☞ The Strasburg Chamber and the Town of Strasburg must be listed as additional insurers.

- ☞ Vendors are responsible for their own display in case of loss or damage.
- ☞ Neither the Strasburg Chamber of Commerce nor the Town of Strasburg will be held liable for anything lost or stolen.

### **HEALTH PERMITS AND LICENSES**

- ☞ Food vendors who are accepted to participate in the Festival must complete and submit the health permit form to the Shenandoah County Health Department by April 18, 2016.
- ☞ You will not be allowed to set up or to operate without the permit.
- ☞ All food vendors will be inspected by the health department.

### **SET UP/TEAR DOWN**

- ☞ **Early check-in and set-up with prior approval only.**
- ☞ **Vendors must be set up by 9 a.m. on Saturday.**
- ☞ **Breakdown is *not* to begin until the end of the festival, Sunday at 4 p.m. No one is allowed to leave before 4 p.m. Sunday due to insurance requirements.**
- ☞ **VEHICLES ARE NOT ALLOWED INTO THE FESTIVAL AREA UNTIL ALL PATRONS HAVE LEFT AREA.**
- ☞ **Vendors must leave their area broom clean before leaving on Sunday.**

### **MISCELLANEOUS**

- ☞ All equipment is provided by the participants.
- ☞ Only whisper-quiet generators may be ***allowed with prior approval only***
- ☞ **ALL FOOD VENDORS MUST PAY 10% OF THEIR DAILY GROSS SALES TO THE STRASBURG CHAMBER OF COMMERCE REPRESENTATIVE BY 4 P.M. ON SUNDAY, MAY 21, 2017. FAILURE TO DO SO WILL RESULT IN VENDOR NOT BEING INVITED TO RETURN IN FUTURE YEARS.**
- ☞ If food vendors indicate they will attend both Saturday and Sunday but do not return on Sunday, they ***MUST*** contact the Chamber office with their reason for not returning. Failure to do so may result in vendor not being invited back.