



Festival Foods Application – PART A

2010 Heart of Virginia Festival

Prior to completing this form, please carefully read the *Heart of Virginia Festival General Guidelines and Rules for Participation* found on the Festival website. Please print, complete, and submit PART A by mail to the Heart of Virginia Festival (address on final page).

Name of applicant _____

Person(s) responsible for the booth on Festival day _____

Business/organization name _____

Please indicate your business/organization's status by providing a copy of the 501c certificate and/or Federal Tax ID Number _____

Address _____

City _____ State _____ Zip code _____

Website _____

Email _____

Day-time phone _____

Evening phone (if different) _____

Cell phone (optional) _____

Fee structure:

- My **civic organization** will be vending during the day-time festivities (9AM – 3:30PM; fees = \$55 + electricity).
- My **civic organization** will be vending during the evening festivities* (6PM – 10PM; fees = \$100 + electricity).
- My **business** will be vending during the day-time festivities (9AM – 3:30PM; fees = \$150 + electricity + VDOH fee).
- My **business** will be vending during the evening festivities* (6PM – 10PM; fees = \$150 + electricity + VDOH fee).

*Please note: Evening festivities take place at the Farmville Municipal Airport. Space is limited.

Space assignments and power needs:

- Each space = 15' x 15'
- The application fee (outlined above) applies to a single 15' x 15' space.
- Purchase additional space as needed; please contact the Foods Coordinator with questions.
- Additional \$25 fee for electrical service, if service is requested (see below).
- Consideration of specific space requests will be earnestly granted but cannot be guaranteed.

Anything you would like us to know when assigning your space (e.g., companies and products you would or would not like to be in close proximity)? _____

____ Yes or No: I would like to request the same space I had last year.

____ Yes or No: I need electrical service for my day-time vending. If yes, please specify below.

Total amperage (or watts) needed: _____

Please specify 120 or 240 volt service (no three-phase service is available). _____

____ Yes or No: I need access to a water source for my day-time vending. If yes, please specify below.

Please note: Proximity to water cannot be guaranteed. A nominal water fee may be assessed.

____ Yes or No: I would purchase ice from an on-site ice supplier, if one were available. If yes, please note anticipated volume (e.g., number of pounds).

Previous participation in the Festival:

____ Yes or No: I have previously participated in the Heart of Virginia Festival. If yes, number of years: _____

____ Yes or No: Have you, the applicant, or the person(s) responsible for operating the booth on Festival day previously participated in the Festival under a different business or organization name? If so, please provide the names of the business/organization and the person(s) involved.

Goods to be sold:

Please submit a copy of menu items and prices. Menus may be used for promotional purposes.

On a separate sheet of paper, please share interesting or newsworthy information such as biographies, photos of your business, websites, description of your products, etc. This information may be used in publicity to promote the Festival and the variety of products available. Your assistance is greatly appreciated.

Vehicle information:

I will be arriving in a: ___ Car ___ Truck/passenger van/SUV ___ Box van/moving van/RV ___ Vehicle & trailer

Please note: Limit TWO vehicles per food booth between 6:30AM and 8AM.

How did you hear about the Heart of Virginia Festival?

Please check all that apply:

Past participation Word of mouth Newspaper/magazine Radio

Exhibitor, name: _____

Internet, specify site: _____

Other: _____

Yes or No: Feel free to share my contact information with other local Festival Event Planners.

Contract and waiver:

Please read the following statements carefully. To participate in this high-quality Festival, you must sign and return this statement with your application.

- I agree to allow the Heart of Virginia Festival Board full use of images and other promotional materials (e.g., photographs, video tape, audio tape) taken during the Festival for purposes of promoting the Festival this year and in future years.
- I understand and comply with the *Heart of Virginia Festival General Guidelines and Rules for Participation*, and the Festival Food Regulations, including the *Virginia Rules and Regulations Governing Temporary Restaurants*.
- I do hereby waive the Town of Farmville, Festival Board of Directors, Virginia Department of Health, and any sponsor or fellow participant from any liability due to personal injury or loss or damage to any property that may occur during the Heart of Virginia Festival.

_____ Signature and date

Before mailing please be sure that you have included the following:

- Completed 2010 Heart of Virginia Festival Application PART A with signed '*Contract and waiver*' section
- Appropriate application fee (page 1; checks payable to Heart of Virginia Festival)
 - Include \$25 for electrical service (if requested).
 - Add \$25 if postmarked after February 24, 2010.
- Listing of menu items and prices (attached)
- Interesting information for pre-Festival publicity (optional; attached)

Deadline: February 24, 2010. Any entries after this date will be considered on a space available basis. Applications received AFTER the postmark deadline will be assessed an **additional \$25.00 fee**.

Mail PART A to:

Heart of Virginia Festival
Attention – Festival Foods Coordinator
P.O. Box 35, Farmville, VA 23901

HOVF Office Use Only: Check Number _____ Date Received _____ Amount _____