

41st Annual Treasure Mountain Festival
Franklin, West Virginia
September 17-20, 2009

Our Heritage, Our Timeless Treasure

Dear Food Concessionaire,

The Treasure Mountain Festival committee extends an invitation to you and your organization to participate as a food vendor in the 41st Annual Treasure Mountain Festival, to be held on September 17-20, 2009.

The 2009 festival again promises to be an exciting fun-filled weekend with entertainment and activities for the whole family to enjoy. It will be a showcase of events deriving from our rich heritage and will include beautiful handmade arts and crafts, a country store loaded with homemade goodies, engaging artisans demonstrating their crafts for all to watch and enjoy, an intriguing roundup of antique cars and engines, traditional instrumental music played on fiddles, banjos, etc., delightful singing, a street dance, storytelling, a facinating parade on Saturday afternoon with a free public concert in the evening, lots of fun rides and educational activities for children, a flea market with a trove of treasures for the lucky finder, a gigantic pumpkin contest, and of course a delicious assortment of tasty food and snacks, and much much more.....

As with any festival, tasty food is a very important part of the Treasure Mountain Festival. It has been an integral part of our local heritage since the first settlers arrived here many decades ago. We are looking for the best in regional and traditional foods as well as festival fair to delight our attendees and to showcase a wide variety of tempting foods to compliment the essence of the festival.

Food vendors will be selected based upon that criteria, with qualified vendors from previous years being given preference. Vendors with new and unique items are encouraged to apply.

It is our goal to provide you with a profitable venue in which to sell your products and we ask for your cooperation in achieving that goal. While we try very hard to not duplicate food items we cannot guarantee that a duplication will not occur. We may find it necessary from time to time to make slight adjustments to our vendor roster to insure that duplications are kept to a minimum and that we have the assortment of items desired.

Please review the rules and guidelines for food vendors and complete the enclosed vendor application.

Applications must be postmarked no later than June 30th, 2009.

We look forward to an exciting festival and hope it is profitable for you. If you have any questions or need any additional information please do not hesitate to contact me directly. You may call me at 540-828-4751, or send an email to cprohrer@gte.net.

My cellphone number for use **only** during the festival is 540-209-0898.

Sincerely,

Cliff Rohrer
Food Vendor Coordinator

Food Vendor Rules and Guidelines

Food Vendor Applications

All food vendor applications must be received on or before June 30th, 2009. Any applications received after this date will be returned. Applications must be signed and include full payment for desired space(s).

Vendor Spaces

Vendor spaces are restricted to **no more than 20 x 30 feet, including the seating area ,OR ,** the space required for your concession trailer or tent only. Stock trucks and personal vehicles are NOT allowed in vending area UNLESS an additional space fee is paid for that space. Due to the growth of the festival, space in the food vendor lots is becoming tighter and cannot be used for vehicle parking. **NO EXCEPTIONS TO THIS WILL BE ALLOWED.**

Vendor Space Fee

The food vendor space fee is \$250.00 per space.
A fee of \$5.00 per day will be charged for use of electricity.

Vendor Confirmation

Applicants accepted into the festival will receive a confirmation package by July 15th, 2009. The confirmation package will contain your **vendor certificate** and **space location** information, along with the necessary **health department permit application**. Vendors will not be permitted to change space location(s) without approval from Vendor Coordinator.

Cancellation Policy

There will be NO refunds after vendor agreement has been received and accepted.

Setup Times

Setup will begin on Wednesday evening after 5:00pm. The parking lots used for festival vendors are in public use until that time. **No vendors will be allowed to setup until after 5:00pm.** Vendors should be setup and ready by Thursday. If you do not plan to be setup on Thursday please indicate your setup plans on the application. **We ask that vendors do not attempt to setup or teardown during festival hours.**

Festival Hours

Thursday: Hours are at vendors choice and discretion
Friday: Noon until approximately 9:00pm
Saturday: 9:00 AM until 9:00pm
Sunday: 10:00 AM until 3:00 pm *** **No teardowns are allowed during festival hours**

Health Permits

All food vendors accepted into the festival will receive a local health department application for a temporary food vending permit, which will be included with the confirmation package. It will be the responsibility of each vendor to submit this application to the health department no later than August 15, 2009.

Menus

Vendors **must** complete the menu worksheet listing all food and drink items that will be sold, along with prices. This worksheet is included for your convenience. Please be specific with this information as it will be used to help us avoid unnecessary duplication of food items. After the applications are accepted, additions to menus will not be permitted unless approved by Vendor Coordinator. **IMPORTANT The price of each food item shall be clearly posted at your concession booth, trailer, tent, etc.....**

Rules and Guidelines cont.

Fire Extinguishers

All food vendors using propane, deep fryers (whether electrical or gas) or any other cooking appliance which may catch fire, **MUST** have an approved ,and working fire extinguisher in their booth. **NO EXECEPTIONS ! ! !**

Electrical Requirements

It is the responsibility of all vendors who require electricity to indicate this in the space provided on the application. Please be specific about your needs so that we can be prepared to supply exactly what you need. The charge for electricity is \$5.00 per day per hookup, calculate carefully.

Housekeeping

Vendors are responsible for a clean, neat, and attractive booth area. Garbage barrels are supplied by the committee for festival attendees. Vendors should have a trash receptacle in their booth for their own trash and garbage, and should supply their own trash bags. It will also be the vendor's responsibility to clean up all trash within a reasonable perimeter of their assigned space both during and at the end of the festival. **Used oil and grease must be disposed of properly. Please do not place oil and grease in portable toilets.**

Raffles

If you plan to hold a raffle at your booth, it must be approved by the Activities Committee.

Restrictions

Food is to be sold **ONLY** at your booth.

Roving vendors and hawking are not allowed at any time.

This is a family oriented event and alcoholic beverages are not allowed in festival areas.

Insurance

Vendors are responsible for providing their own liability insurance.

WV Sales Tax

Vendors are responsible for collecting and paying West Virginia Sales tax if applicable.

Menu prices

The prices of all items being sold must be clearly posted at your point of sale.

Used grease and oil

Take it with you, please do not leave it at your space when you leave on Sunday ! !

Teardown information

We ask this year that no vehicles be brought into the food vending lots until after the festival closing time of 3:00pm. If you run out of food items before the festival closes you may begin to disassemble and clean up your area but all vehicles must remain outside of food vending areas. It is disrespectful to fellow vendors to bring vehicles into vending areas while they are trying to take care of customers, and it also presents a danger to the walking public.

Treasure Mountain Festival Food Vendor Application

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Phone: _____ Email Address: _____

Vending Unit Type & Size: Booth _____ Tent _____ Trailer _____

including hitch

Electrical Hookup Required? Yes _____ No _____

Electrical Requirements: _____

Have you participated in the TMF previously? Yes _____ No _____

Do you prefer the same space as last year? Yes _____ No _____ If not explain on line below.

Indicate days that your booth will be active: _____

Spaces required _____ X \$250.00 = \$ _____.

Electrical Hookups: _____ X \$5.00 per hookup per day = \$ _____.

Total Fee Enclosed \$ _____.

I have read and understand the Food Vendor Rules and Guidelines and by signing this application herewith agree to abide by them.

Signature of Applicant _____ Date _____

Please send completed and signed application, along with check or money order payable to Treasure Mountain Festival or TMF to the address below.

Cliff Rohrer

420 North Grove St. #22
Bridgewater, VA 22812

Phone: 540-828-4751 Cellphone 540-421-4373
Email: cprohrer@gte.net

