

Shenandoah Valley Apple Harvest Festival
Hosted by the Rotary Club of Winchester
Saturday, Sept. 19 and Sunday Sept. 20, 2020 from 10am to 5pm
Frederick County Fairgrounds, 250 Fairgrounds Rd., Clear Brook, VA
(on Rt. 11 Just North of Winchester, Virginia)

CONCESSION APPLICATION

Company Name _____ Tax ID#: _____
Contact Person _____
Address _____
Phone (____) _____ Cell (____) _____
Email _____ # Exhibitor Badges _____

Products to Sell _____
Size of Space Requested _____ *will be on a first come, first serve basis*
Request additional space if needed. Fees may apply.

Type of Stand: ___ Food Truck ___ Tent ___ Trailer ___ Other
******Photo is required with Application**

Cost: 15% of Gross Proof of Non-Profit Status: 15% of Net
Deposit: \$150.00 Deposit payable at time of application will be applied to commissions
Commission: Payable at Registration Desk at close of festival

Electrical Needs:
___ Self-Contained—No Electricity Needed
___ Have Own Generator
___ Need 110V Electrical Hook-Up (Maximum 20 AMPS)
___ Need 220V Electrical Hook-Up (Max 60 AMPS)

PLEASE INDICATE ANY SPECIAL REQUESTS OR COMMENTS ON THE REVERSE SIDE

Make Check Payable To: WINCHESTER ROTARY CLUB Mail To: 1900 Jones Rd., Winchester, VA 22602

Include: ___ Completed Application ___ Deposit ___ Insurance Certificate ___ Photos

By signing I/we understand that the Shenandoah Valley Apple Harvest Festival and its sponsors are not liable for injury to persons participating in the festival, spectators or damage to vehicles and personal property. Further, we have reviewed the rules, regulations and policies of the Shenandoah Valley Apple Harvest Festival and agree, if we participate, to comply with them as prescribed, and to indemnify and agree to hold the Shenandoah Valley Apple Harvest Festival and the Frederick County Fairgrounds harmless from any and all liability arising from our participation in the Festival. The Shenandoah Valley Apple Harvest Festival is not responsible or liable for the quality or performance of products sold by the festival participants. I understand that I must post an approved Health Permit at my booth before serving to the public.

Signature

Date

Application Distributed by: www.IWantCraftersGuide.com

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CONCESSION RULES AND REGULATIONS

APPLICATION PROCEDURE

1. Complete the application and return it with \$150 deposit, electrical needs (if any) and photograph of each unit to: Shenandoah Valley Apple Harvest Festival, 1900 Jones Rd. Winchester, VA 22602.
2. Photo of each unit must be submitted with the application.
3. Only completed applications with deposit and Certificate of Insurance will be considered.
4. Decisions will be based on appearance of unit, variety of product/service to overall event and past participation. ***Remember this is an Apple Harvest event...products and services with an apple theme are required!***

GENERAL RULES AND REGULATIONS

1. State and local taxes should be submitted to The Frederick County (VA) Treasurer's Office.
2. The Festival is not responsible for loss of power or other acts of God.
3. Concessionaires who are accepted to participate must have a Health Permit on file or apply for a Temporary Health Permit by calling 540.722.3480 or pickup an application packet at 107 N. Kent St. Suite #201, Winchester. Cost is \$40.00. It is important that you complete and return the form immediately upon receipt to the Winchester-Frederick County Health Dept. Allow 10 to 14 days before event to allow time to receive the certificate that must be posted at your booth.
4. Several water connections to frost-proof hydrants are available on a first come, first serve basis. Any hoses needed are the responsibility of the concessionaire. Otherwise, you must supply your own reservoir of potable water.
5. Each stand must furnish trash containers at their locations, both outside for customers and inside for your use. All trash, waste, etc. must be put in garbage bags and placed at the receptacles for pickup by fairground crews.
6. Food vendors Liability policy must include Products Liability Insurance. When returning completed application, vendor must furnish current Certificate of Insurance as evidence of insurance naming Rotary Club of Winchester dba Shenandoah Valley Apple Harvest Festival, Frederick County Fairgrounds, Clear Brook, VA as additional insured.
7. NO walking vendors are permitted.
8. NO public address systems are permitted.

SAFETY

1. Any unit with electrical power is required to have a fire suppression system inspected and approved by the Frederick County Fire Marshalls Office at 540.665.6350.
2. NO vehicle traffic allowed in the display area's after 9:30 am day of the event. There will be NO EXCEPTIONS! If needed, please inquire at the Registration Desk for a golf cart driver. (Limited availability).

ELECTRICAL

1. If you have electrical needs you must be there for setup on **Friday, Sept. 19, 2020 between hours of 12 and 4pm.**
2. Self contained units and units with generators are given first priority.
3. A minimal number of electrical connections are available in a few centralized locations. These will be granted on a case by case evaluation and preference given to past participants.
4. In the event you are granted an electrical connection, your unit will be placed as near as possible to the panel. However, we cannot guarantee that your unit will be closer than 150 feet from the connection. You will be responsible to have the proper hardware to interface with our panel and to span the distance to your setup area.
5. NO vendor is to change any electrical outlets.

SET UP/TEAR DOWN PROCEDURES

1. **Setup is Friday, Sept. 18, 2020 between Noon and 4pm.** Go to the Festival Headquarters located on the fairgrounds. **Vendors needing electricity must be available for setup on Friday between Noon and 4pm.**
2. Registration will continue on **Saturday, Sept. 19** beginning at 8am and continue until 9:30am. No registration after that time.
3. **ALL SETUP MUST BE COMPLETED NLT 9:30AM, SAT., SEPT., 19, 2020.**
4. Festival ends at 5pm on Sunday, Sept. 20, 2020. Tear Down is AFTER 5pm, Sunday, Sept. 20, 2020. **Do not attempt to tear down earlier than 5pm.**

PROCEEDS FROM THE EVENT

THANKS TO YOU, and through your participation at this event, along with proceeds from gate admissions, each annual Shenandoah Valley Apple Harvest Festival benefits area charities and local organizations in need. ***We appreciate your participation!***

