



*All vendors are required to read and adhere to the rules pertaining to the event. Your payment of the entry fee constitutes your agreement to be strictly bound by the Festival Vendor Rules below. Any vendor not adhering to the rules will be dismissed from the event.*

## **FESTIVAL SPONSOR/VENDOR RULES**

### **1. Set Up**

Vendor set up is scheduled for the morning of the event, beginning at 8:00 a.m. Vendors may not enter the Festival grounds earlier than 8:00 a.m. The address for Eleanor Park (Putnam County Fairgrounds) is Park Road, Elanor, WV 25070. All food vendors with tents, trailers, and other vending equipment must be present and ready for local health department inspection by 10:30 am. All food vendors with tents, trailers, and other vending equipment must be set up and ready to serve food by noon on Saturday, April 27. Non-food vendors may set up at the same time. All vendors must supply their own tents, tables, electrical cords, water hoses, lights, etc. They must also be 220v compatible if power is needed (if you do not have a quiet

generator). Please look for the name of your business marked at your assigned location. You will receive a site map upon arrival.

**2. Pricing Guidelines**

Vendors are permitted to sell items with all profits benefiting the vendor. Some festival attendees may present \$10 food voucher(s) which will be reimbursed within 7 days of the event.

**3. Patron Entrance Times (Approximate)**

Gates will open at noon. The festival music will end at 5:00 p.m. All times are subject to change.

**4. Safety**

You are solely responsible for complying with all safety, health, and fire code requirements. You must have a fire extinguisher at your location if you are dealing with any electronic, cooking, or grilling equipment. Local Health Department enforcement will be available and conducted the morning of the event.

**5. Water & Electrical Hook-up & Ice**

The use of individual generators is prohibited unless you are equipped with a quiet generator. The Festival will provide access to a power source. You must provide the power cord that can be plugged into a standard plug- in or generator plug. Water will be available, but you are responsible for containers to bring it to your location. You must indicate on your application whether or not you are a heavy electric load user.

**6. Access to Location During Event**

During the event you will not be allowed to operate a motor vehicle or other vehicle to and from your vending location for guest safety. You must stock supplies in advance and make suitable arrangements to operate your space without traveling across Festival grounds. Should an emergency arise, please contact Festival staff so safe transportation can be arranged.

**7. Indemnification and Insurance**

You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of your vending operations at Eleanor Park. The Putnam County Chamber of Commerce, Putnam County Convention & Visitors Bureau, Town of Eleanor, and shall have no responsibility for any accident or injury caused by your activities. You must maintain your own liability insurance and have proof of insurance available during the Festival for inspection purposes. By participating in the West Virginia Food Truck Festival, you are agreeing to indemnify and hold harmless from any damages, lawsuits, or claims arising out of any injuries or accidents occasioned by your activities. Please send a copy of your insurance certificate with your application.

**8. Exclusivity**

The West Virginia Food Truck Festival is unable to guarantee any exclusivity or restrictions on

the number of vendors or the type of products sold. You will be assigned a space based upon the judgment of the Festival, and no locations are guaranteed. We will certainly do our best to provide you with a convenient and suitable space for the sale of your products.

**9. Conduct**

The West Virginia Food Truck Festival is a family oriented event. You should refrain from selling any products which would offend children or which would otherwise not fit the format of this type of function. You are responsible for the behavior of your employees, and all vendors must conduct themselves in a courteous and polite manner. Our image is important to us, and by following these simple procedures, you will benefit.

**10. Clean-Up**

All vending materials must be removed from the park no later than one hour following the conclusion of the event. You are responsible for removing all debris and cooking materials (coals, etc.) from the site.

**11. Security**

The West Virginia Food Truck Festival will provide security during the event. While such security is provided, the West Virginia Food Truck Festival, Putnam County Chamber of Commerce, Putnam County CVB, and the Town of Eleanor, shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release those previously listed from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.

**12. General Provisions**

All vendor fees are nonrefundable. Your payment of the entry fee constitutes your right to participate at the Festival. Should any entry fees not clear our account or not be paid in full, you relinquish the right to participate at the event. The West Virginia Food Truck Festival is a rain or shine event, and vendor fees will not be returned in the event of inclement weather.

The refundable deposit will be returned upon full participation in the duration of the event. Failure to show up or failure to be present for the duration of the event will result in forfeiture of the vendor deposit. Deposits will be returned to all vendors who qualify for reimbursement of the deposit not later than 7 days after the event.