



West Virginia Strawberry Festival Association  
'An Exciting Family Tradition'

## 2018 WVSF Food Vendor Information and Regulations

January, 2018

Dear WVSF Vendor,

We are excited to bring you a new, improved and exciting Vendor Alley for 2018. Vendor Alley will be located the same place it has been for the last 6 years on Spring Street between the Salvation Army Building and China Wok. In the past we have lined you up in rows. This year we are changing the footprint of the area and we will be setting up in a semi-circle with a picnic area in the middle with the main stage front and centered. To help draw more people to the area we will offer live entertainment all 5 nights we are open. **\*\*For 2018, we will open at 5 PM on Tuesday Night with Live Entertainment!**

We will try to give priority to vendors that were with us in 2017. If you are a new or were not with us in 2017 we will accept your application for consideration and will let you know if you have been selected by March 1, 2018. All vendors new or old will need to have a signed application by the owner, proof of liability insurance with WVSF as a rider, a complete menu of items to be served and a check for the amount due for your booth space postmarked by March 1, 2018.

***This year you will need to provide proof you are registered with the WV Secretary of States office as well as the WV State Tax Department and you pay WV Sales Tax. A current state tax certificate must be included with your vendor application. THERE WILL BE NO EXCEPTION TO THIS RULE.***

The fee for 2018 for a commercial booth space will be \$650 – you will be responsible for obtaining a Health Permit through the Upshur-Buckhannon Health Department. ***If you have a stock truck hooked up to our electric there will be an additional \$75.00 fee. If you are using the stock truck (no campers or RVs) for living quarters there is an additional \$75.00 as well, for a total fee of \$150.00 over vendor fee.*** The WVSF must receive your application, insurance certificate and WV State ID Tax Form by 3-1-2018 to secure your booth.

Mail your applications and payment to:

Gary Connell, PP / Vendor Chairman  
West Virginia Strawberry Festival, Inc.  
PO Box 117  
Buckhannon, WV 26201

For added information call Gary at 304-472-9249. Do not leave messages on the festival phone.



## FOOD VENDORS REGULATIONS FOR 2018

- A printed menu of what you will serve must be submitted with your application and we will adhere to it. No adding products week of the festival.
- Your complete operation must fit in the space you have applied for.
- Vendors will begin setting up on Tuesday May 16, 2018 at assigned times.
- Each vendor may begin operations after their health inspection on Tuesday, May 16, 2018.
- Hours of operation of Vendor Alley will be:
  - a. Tuesday from 5PM to 10PM
  - b. Wednesday from 11AM to 10PM
  - c. Thursday from 11AM to 11PM
  - d. Friday from 11AM to Midnight
  - e. Saturday from 11AM to Midnight
  - f. Sunday is optional and lot must be cleared by 4PM
- Vendors selling food products must complete the West Virginia Health application and return it to the WVSF with Vendor Application, Liability Insurance Certificate and Payment. (Health Dept. Food Permit must be **obtained by the vendor**, while electric and city business license will be paid by WVSF as part of your fee)
- Required utilities will be provided to commercial vendors at no additional cost as long as all required needs are specified on the original application. The vendor must provide connection equipment and labor to install.
- All commercial vendors must provide the WVSF with a certificate of liability insurance list the "West Virginia Strawberry Festival Association, Inc. as additional insured.
- If you are selected, but do not attend, you will lose your seniority right for 2018.
- No grease or oils used in cooking will be permitted dumped in dumpster or anywhere else. You must take it all with you when you leave town. If you do not abide by this policy you will not be invited back for future festivals.
- All outside cooking areas must be covered by a tent and approved by the Upshur County Health Department.
- The WV Strawberry Festival will NOT sell ice.
- **VENDORS MUST POST PRICES FOR ALL ITEMS OFFERED AT BOOTH!!**

### SPACE PRICING AND REGULATIONS

- Booth prices are \$650.00 (includes city license & electric) for the Food Court, not to exceed 25 feet in length Vendors are required to **obtain their own Health permit**.
- See stock truck / sleeping quarters new requirements above.
- All fees below include a city business licensee and health permit if needed – no electric
  - a. Local For-Profit located around town fee will be \$250.00
  - b. Local Non-Profit located around town fee will be \$50.00
- All fees MUST be returned with the application or will not be considered



## RULES AND REGULATIONS

Each vendor agrees to abide by the following rules and regulations which have been adopted by the West Virginia Strawberry Festival Board of Directors (WVSF). Any vendor not following these terms and conditions will be asked to leave at once and will not be invited to return for future festival without the approval of the Executive Board of the WVSF.

1. All sales must occur in the vendor's assigned area. Items cannot be transported along the streets or parade routes for the purpose of sale.
2. Any vendor selling food products must meet all WV Health Regulations.
3. Each vendor must confine his sale facilities to their assigned area and cannot infringe upon an area assigned to others.
4. All waste including water, cooking oils and garbage must be confined to the vendor's assigned area and disposed properly at the conclusion of the event every night.
5. Each vendor must post in his assigned area a City of Buckhannon Business License, WV Sales Tax Certificate and an Upshur County Health Permit if serving food. The cost for these will be included in your fee except the WV State Tax Certificate and the Upshur County Health Permit.
6. The WVSF will provide an assigned area for each vendor based upon size requested from the 2018 WVSF Vendor Application.
7. All vendors must be solely responsible for the construction, operation and removal of their stand. The WVSF does not take any responsibility for the property of the vendor.
8. Each vendor is an independent contractor and is not an agent, employee or servant of the WVSF in any way implied or expressed.
9. Each vendor will save and hold harmless the WVSF from any and all claims, damages or liabilities of every kind and charter.
10. All professional commercial vendors must have in their possession and the WVSF stated as a payee a general liability insurance policy for no less than one million dollars per accident.
11. No refunds of any and all application fees.
12. There will be a \$35.00 charge for returned checks from the vendor's bank for nonpayment.
13. WVSF does not accept credit cards at this time.
14. The WVSF Vendor Chairman has the right to set the line-up for all vendor booths. Seniority will be considered but not binding for the 2018 WVSF Vendor Alley and all street in the City of Buckhannon, WV.

I have read and agree to all the above

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Name of Operation and Vendor Owner / Print Name and Signature

Date



## **For Your Information ONLY**

Buckhannon – Upshur Health Department | 304-472-2810

### **Section 12.0 Temporary Food Service Establishments**

#### **12.1. Unrestricted Establishment (Menu not Restricted)**

12.1.1. Must meet all of the requirements of the West Virginia Food Service Sanitation Regulations.

#### **12.2. Restricted Establishments**

12.2.1. The preparation of cream-filled pastries, custards, and similar products is prohibited.

12.2.2. The preparation of meat, poultry and fish in the form of sandwiches and salads is prohibited. This does not preclude the preparation of hamburgers, frankfurters, and other food which, prior to service, requires only limited preparation.

12.2.3. Potentially hazardous food which is obtained in individual servings and is stored at safe temperatures may be permitted to be served directly to the customer in the original, unopened, individual container in which it was packaged.

#### **12.3. Food Supply**

12.3.1. Food in the food service establishment must be from approved sources.

12.3.2. All food must be clean, wholesome, and free from spoilage, adulteration and misbranding.

12.3.3. Potentially hazardous food, excluding hamburger, frankfurters or food requiring limited preparation, must be purchased and served in the original, individual container.

12.3.4. Pre-packaged individual coffee creamers or individual packets of powdered coffee whiteners that are properly stored and handled are the only types approved for use.

12.3.5. Home-canned or home-processed food is prohibited.

#### **12.4. Food Protection**

12.4.1. Food must be protected from contamination while being stored, prepared, displayed, served or sold.

12.4.2. Food must be received in such a manner as to prevent any contamination.

12.4.3. Food contact surfaces of equipment must be protected from dust, flies, patrons, coughs and sneezes, overhead leakage, or other forms of contamination.

12.4.4. Approved facilities must be provided for maintaining potentially hazardous food at safe temperatures.

12.4.5. Ice must be obtained from an approved source in chipped, crushed or cubed form.

12.4.6. Ice must be obtained in approved, closed, single-service containers.

12.4.7. Ice used in beverages must be dispensed by use of a scoop or an approved automatic dispensing unit.

12.4.8. Styrofoam or similar type porous containers are not approved for ice storage unless such container is lined with a clean, sanitary food grade plastic liner.

#### **12.5. Health**

12.5.1. Employees must thoroughly wash their hands before starting work and as often as may be necessary to remove soil and contamination.



12.5.2. No employee shall resume work after visiting the toilet room without first washing their hands.

12.5.3. Employees shall use effective hair restraints to prevent the contamination of food or food-contact surfaces.

12.5.4. Employees must not use tobacco in any form while engaged in food preparation and service or while in any area where food is prepared or utensils are washed and sanitized.

12.5.5. Employees must maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods.

#### **12.6. Equipment and Utensils**

12.6.1. Equipment and utensils must be in good repair, free from cracks, chips, pits, open seams and corrosion.

12.6.2. Equipment and utensils must be constructed, located and installed so as to be smooth and easily cleanable.

12.6.3. The use of enamelware and graniteware is prohibited.

12.6.4. Kitchenware and food contact surfaces of equipment must be thoroughly cleaned to sight and touch after each use.

12.6.5. The cooking surfaces of grills, griddles and similar cooking devices must be cleaned daily or more often if needed.

12.6.6. Non-food contact surfaces of equipment must be cleaned at a necessary frequency to prevent the accumulation of dirt, dust, food particles and other debris.

12.6.7. Kitchenware and food contact surfaces of equipment used for potentially hazardous food must be sanitized prior to such use.

12.6.8. Single-service cups must be dispensed from approved dispensers.

12.6.9. Single-service straws, eating utensils, and stirrers must be of the individually wrapped type.

#### **12.7. Sanitary Facilities**

12.7.1. Potable supply of water, under pressure, must be provided for cleaning and hand washing.

12.7.2. All plastic water lines must bear the National Sanitation Foundation (NSF) seal or be of equivalent standards.

12.7.3. The use of plastic or rubber garden hose for water piping is prohibited.

12.7.4. Hot and cold water, under pressure, must be provided in areas where food is prepared and where equipment and utensils are washed.

12.7.5. Auxiliary heating facilities capable of producing and ample supply of hot water must be provided.

12.7.6. Hand washing facilities must be provided. Such facilities in a restricted establishment may consist of a pan, water, soap and individual paper towels.

12.7.7. Potable water supply piping must not be directly connected with any nonpotable water supply system.

12.7.8. Approved and adequate toilet facilities must be provided and conveniently located to the establishment.



## **12.8. Other Facilities**

12.8.1. Walls and ceilings must be so constructed so as to minimize the entrance of vermin, dust and rodents.

12.8.2. Ceilings may be constructed of wood, canvas or other materials which protect the interior of the establishment from the elements.

12.8.3. Walls may be constructed of such materials or of 16 mesh screening or equivalent.

12.8.4. Floors must be of tight wood, asphalt or other cleanable material. Dirt floors are prohibited.

12.8.5. All floors, walls and ceilings must be kept clean.

12.8.6. At least 20 foot candles of natural and/or artificial light must be provided on all working surfaces.

12.8.7. Effective ventilation to the outside air must be provided for rooms and equipment where needed.

12.8.8. The establishment and its surroundings must be kept clean, neat and free of litter and rubbish.

12.8.9. No live animals or birds are permitted in establishments. Provided, that guide dogs accompanying blind persons or police patrol dogs accompanying officers may be permitted in dining area.

## **12.9. Vermin Control**

12.9.1. Counter openings must be effectively screened or the openings protected by effective fans.

12.9.2. Where fans are used for this purpose, the size of the openings shall be so limited that the fans employed will effectively prevent the entrance of flies and other insects.

## **12.10. Waste Handling**

12.10.1. Liquid waste which is not discharged into a sewage system must be disposed of in such a manner as not to create a public health hazard or nuisance.

12.10.2. All garbage and rubbish must be stored in durable metal or plastic containers not exceeding 30 gallon capacity.

12.10.3. Containers must be covered with tight-fitting lids when not in continuous use.

12.10.4. Single-service plastic or heavy duty paper liners must be used in all garbage and rubbish containers.

12.10.5. Solid waste must be disposed of in a manner approved by the health authority.



## 2018 WEST VIRGINIA STRAWBERRY FESTIVAL VENDOR APPLICATION

Operating as:

WV State Sales Tax Number:

Name of Company & Owner:

Mailing Address:

City/ State / Zip Code:

Office Phone Number:

Cell Number:

Event Contact Name:

Contact Cell Number:

Size of Booth:

Square Footage Needed:

Electrical Needs (AMPS):                      50 AMP Maximum!!

Trailer or Tent:

Did you attend in 2017?:

Menu with Pricing (once submitted, no revisions):

*\*\*The WV Strawberry Festival cannot guarantee there will not be duplicate vendors.*

I have read and understand the 2018 WVSF Food Vendor Information and Regulations application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by Vendor Chairman \_\_\_\_\_ Date Received by WVSF Office \_\_\_\_\_