



WVSF Vendor Information and Regulations

Dear Vendors,

We cordially invite you to consider attending our wonderful festival in the heart of Central West Virginia. We are thrilled to bring you another year of improved and exciting vendor opportunities for the upcoming WV Strawberry Festival! Our spacious Food Court will be located in our beautiful Jawbone Park, adjacent to all of the carnival activities. Food Vendors will be set up in a semi-circle(s), based on the number of vendors attending. There is a picnic area in the middle of the semi-circle and a main stage front and center. Novelty (non-food) vendors will be set up on the blacktop on the back side of Jawbone Park and flow over onto the south side of Spring Street, as necessary. To help increase foot traffic to Jawbone Park, we will offer live entertainment on Wednesday through Saturday on the main stage. *Vendors may be able to open as early as 4 PM on Tuesday Night!*

Whether you are a new vendor or have attended previously, we look forward to receiving your application. We will begin accepting applications after December 1st through March 15th. A vendor committee chairperson will contact you by or before April 1st if you have been selected. All vendors will need to submit an application signed by the business owner, proof of liability insurance with WVSF listed as a certificate holder, and a complete menu of items to be served with prices. **Your total amount due must be paid before you are permitted into Jawbone Park on setup day.**

You will need to provide proof that 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. The WV State Tax Department will be given a list of all vendors attending to verify you are in compliance with state tax regulations.

The fee for a commercial booth space will start at \$500 for novelty vendors and \$700 for food vendors. Food vendors will be responsible for obtaining a Health Permit through the Upshur-Buckhannon Health Department. ***If you have a stock truck in the Jawbone Park/downtown area, there will be an additional \$75.00 fee per truck/trailer.*** The WVSF must receive your application and all other required paperwork by March 15th to be eligible for selection.

Mail your applications and payments to:

WVSF Vendor Committee
West Virginia Strawberry Festival, Inc.
PO Box 117
Buckhannon, WV 26201

For additional information/questions or to email your completed application forms, please email vendors@wvstrawberryfestival.com.



FESTIVAL VENDORS REGULATIONS

****Location – Jawbone Park in Downtown Buckhannon****

- A printed menu of what you will serve must be submitted with your application and you must adhere to it as submitted. No removing products or changing prices during the week of the festival. **There must be a strawberry menu item!** VENDORS MUST POST PRICES FOR ALL ITEMS OFFERED AT BOOTH!!
- Your complete operation must fit in the space you have applied for.
- Vendors will begin setting up on Tuesday of festival week at assigned times given by the vendor committee.
- Each vendor may begin operations **after** their electrical inspection by the city electrician and inspections with the Upshur County Health Department & WV Fire Marshall on the day of setup.
- Hours of operation of Jawbone Park will be:
 - a. Tuesday from 5PM to 10PM (optional)
 - b. Wednesday from 11AM to 10PM (required)
 - c. Thursday from 11AM to 11PM (required)
 - d. Friday from 11AM to 11PM (required)
 - e. Saturday from 11AM to 11PM (required)
 - f. Sunday from 11AM to 5PM (optional) ****Food trailers choosing to remain open on Sunday will not be able to leave Jawbone until Monday morning as City workers are off on Sunday. They are required to remove your trailer from the vendor loop. However, exceptions can be made for food trucks wanting to leave after 5pm on Sunday.*
- Vendors must complete and return Vendor Application, the signed Rules & Regulations page, provide copies of your West Virginia Sales Tax Certificate, Liability Insurance Certificate with WVSF listed as a certificate holder, and Payment. Health Dept. Food Permits must be **obtained by the vendor**, while standard electric and city business licenses will be paid for and obtained by the WVSF as part of your fee.
- Required standard 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 **the City of Buckhannon electrician will hook up and disconnect services**. Power needs that exceed 30 amps may be available upon request for an additional fee of \$25.00. Please see attached picture of acceptable plugs required for service hook up. 50-amp spaces are limited and cannot be guaranteed. You are strongly encouraged to bring a backup generator in the event of a power failure in Jawbone Park. Refunds will not be given for any power failures, so please plan accordingly.
- All commercial vendors must provide the WVSF with a certificate of liability insurance with the “West Virginia Strawberry Festival Association, Inc.” listed as a certificate holder.
- If you are selected but do not attend, you forfeit your deposit and will lose any seniority rights moving forward.
- No grease or oils used in cooking will be permitted to be dumped in dumpster or anywhere else. You must take it all with you when you leave. If you do not abide by this policy, you may be fined by the City and 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 does NOT sell ice.



FESTIVAL VENDORS REGULATIONS (continued)

SPACE PRICING AND REGULATIONS

- **Food vendors** fees start at \$700.00 (includes city license & electric) for the Food Court and may not exceed 25' (tongue to bumper or peg to peg) in length. There will be a \$100 charge for each additional 10 feet of space needed. Food vendors are required to **obtain their own Health permit**. There is a \$75 fee per stock truck/trailer up to 24' (tongue to bumper) in length. For stock trailers over 24', there will be an additional \$50 fee for extra space requirements.
- **Novelty (non-food) Vendor** fees for Upshur County-based novelty vendors start \$350.00 for a 12'x12' space. Fees for out-of-county novelty and all business vendors start at \$500 for up to 10'x20' space. Premium vendor spaces (inside the food vendor loop) start at \$700 for a 12'x12' space. The number of premium spaces available will depend on how many food vendors are accepted and may not be available every year. There will be a \$100 charge for each additional 10 feet of space needed: \$150 for each additional 10 feet in the premium spaces.
- **Non-Profit** fees start at \$100 for a space up to 12'x12'. Larger spaces may be available at an increased price. If you are setting up at Jawbone with other vendors, you must be set up for the entire festival like other vendors (Tuesday evening through Saturday), unless an agreement was made with the committee chairperson(s).
- All vendor application fees include a Buckhannon business license.
- **All fees MUST BE PAID IN FULL BEFORE SETUP in Jawbone Park.** If you are unable to pay when (or before) you arrive, you will forfeit your spot and risk not being invited back for future festivals.
- Vendor selections will be made and approved by the WVSF Vendor Committee by the first week of April each year. Vendor set up time & location will be coordinated by the WVSF and the City of Buckhannon.



(Images of acceptable plugs for the City of Buckhannon's spider boxes)



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 who does not follow these terms and conditions will be asked to leave immediately, without refund, and will not be invited to return for future festival without the approval of the WVSF Executive Board.

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 their sale facilities to their assigned area and cannot infringe upon an area assigned to other vendors.
4. All waste including water, cooking oils and garbage must be confined to the vendor's assigned area and disposed of properly at the conclusion of the event every night.
5. Each vendor must post in his assigned area their WV Sales Tax Certificate, and a Permit from the Upshur County Health Department (if serving food) and vendor identification tag provided by WVSF. The cost for these will be included in your fee except the WV Sate Tax Certificate and the Upshur County Health Permit.
6. The Upshur County Health Department & Fire Department reserves the right to conduct pop-in inspections of all food/drink establishments multiple times over the course of the festival. Failure to comply will result in removal from the festival without a refund.
7. The WVSF will provide an assigned area for each vendor based upon size and power requests on the WVSF Vendor Application. We will do our best to accommodate requests, but we cannot guarantee anything.
8. All vendors must be solely responsible for the construction, operation, and removal of their stand. WVSF does not take any responsibility for the property of the vendor.
9. Each vendor is an independent contractor and is not an agent, employee, or servant of the WVSF in any way implied or expressed.
10. Each vendor will save and hold harmless WVSF from all claims, damages or liabilities of every kind and charter.
11. All professional commercial vendors must have in their possession a general liability insurance policy for no less than one million dollars per accident with the WVSF stated as a payee.
12. No refunds of any application fees.
13. There will be a \$35.00 charge for returned checks from the vendor's bank for nonpayment.
14. All vendor selections are made at the discretion of WVSF, and we reserve the right to book duplicate or similar vendors to best serve the growing crowd of festival attendees.
15. The WVSF Vendor Chairperson(s) reserves the right to set the line-up for all vendor booths. Spots cannot be guaranteed.
16. We are here to serve you and want you to be successful. However, hostility towards anyone (WVSF volunteers, City employees, other vendors, or the public) will NOT be tolerated. All decisions made by WVSF and/ or City officials are final and not subject to debate. Failure to comply will result in removal from the event without a refund and you may be banned from future events.

I have read and agree with all the above:

Name of Operation and Vendor Owner / Print Name and Signature

Date



For Your Information ONLY (Food Vendors)

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 hamburgers, 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 an 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 non-potable 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.