



## WVSF Vendor Information & Regulations - 2026

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Dear Vendors,

We warmly invite you to join us for another exciting year at the **West Virginia Strawberry Festival** in the heart of Central West Virginia. We are delighted to offer improved vendor opportunities for the **2026 festival season** as we celebrate this year's vibrant theme: **"Strawberry Fiesta!"**

Whether you are a returning vendor or joining us for the first time, we look forward to receiving your application. Applications will be accepted from **December 15 through March 15**. Selected vendors will be notified by or before **April 1**. All vendors must submit a completed application acknowledging our rules & regulations, proof of liability insurance listing WVSF as a certificate holder, WV Sales Tax Certificate, and a full menu with prices (*don't forget to include your strawberry item*).

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### Vendor Layout Changes beginning in 2026

To better support safety and ensure smooth operations during festival week, we have made a few thoughtful adjustments to our vendor layout.

After heavy rains in 2025 resulted in significant mud throughout Jawbone Park-and given that the park lies within an active flood zone-we recognized the need for a setup that would be safer and more functional for everyone, particularly in wet conditions. Following conversations with safety officials, the health department, and partnering organizations, we have updated this year's layout as follows:

#### Food Vendors

Placed on **paved surfaces only**, including:

- **The Jawbone Park parking lot near the main stage**
- **Additional overflow spaces in parking lot along Spring Street. ("Primitive Spaces")**

This ensures easier movement in inclement weather and compliance with health department flooring requirements.

#### **\*Primitive Spaces for FOOD Vendors (Spring Street)**

Spaces along Spring Street have **limited access to water and power** and will be considered *primitive*. Vendors placed in these spaces will receive a **discounted rate for 2026**.

***A map will be distributed to accepted vendors to help you visualize this new layout.***

#### Market & Novelty Vendors (Tent/Canopy Setups)

Placed in the **grassy loop of Jawbone Park**, which remains ideal for lightweight setups that can be repositioned more easily if needed.

We truly appreciate your patience and understanding as we transition to this improved layout. Our goal is to keep everyone safe while still creating a lively and cohesive Vendor Row experience.

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## **Vendor Fees**

- **Food Vendors:** Starting at \$700 for 2026, including city license, water & electric (up to 30 amps). Additional footage and stock trucks/trailers will incur extra fees.
- **Primitive Food Vendor Spaces (Spring Street):** Starting at \$600 for 2026. These spaces do not include power or water hookups. Vendors assigned to these spaces must come prepared to operate fully on their own resources due to the location change (provide their own power and water) for the week.
- **Novelty Vendors:**
  - Upshur County-based vendors start at **\$350** (12'x12').
  - Out-of-county novelty & all business vendors start at **\$500** (12'x12').
    - Additional footage and stock trucks/trailers will incur extra fees.
- **Nonprofit Vendors:** Start at **\$100** for up to 12'x12'.

All fees must be **PAID IN FULL BEFORE SETUP**.

Payments may be mailed to:

**WVSF Vendor Committee**

PO Box 117

Buckhannon, WV 26201

For questions, email: [vendors@wvstrawberryfestival.com](mailto:vendors@wvstrawberryfestival.com)

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## **Festival Regulations**

**Location: Jawbone Park area in Downtown Buckhannon**

- A printed menu must be submitted and adhered to. Every food vendor is required to offer at least one **strawberry food** item on their menu. Unless you are a beverage-only vendor, strawberry drinks will not count as a strawberry menu item.
  - Vendors must fit within the exact space requested.
  - Setup begins **Tuesday** morning of festival week at assigned times.
  - Opening hours after inspection:
    - **Tuesday:** 5 PM-10 PM (optional)
    - **Wed-Sat:** Required, 11 AM-10/11 PM
    - **Sunday:** 11 AM-5 PM\*\*
- \*\*effective 2026, accepted vendors will be required to stay through 5pm Sunday.***
- Required documents: Completed digital application (no paper applications), WV Sales Tax Certificate, Certificate of Liability Insurance with WVSF listed as a Certificate Holder.
  - Vendors must meet all Health Department, Fire Marshal, and Electrical inspection requirements.
  - Power up to 30 amps included; additional needs may incur a fee. Backup generators are encouraged.
  - **No grease/oil disposal onsite - vendors must remove all waste.**
  - WVSF does **not** sell ice.



## RULES AND REGULATIONS

Each vendor agrees to follow the rules and regulations adopted by the West Virginia Strawberry Festival Board of Directors (WVSF). Vendors who do not comply may be asked to leave immediately without refund and may be prohibited from future participation unless approved by the WVSF Executive Board.

1. All sales must take place within your assigned vendor space. Items may not be sold or carried along streets or parade routes.
2. Vendors selling food or beverages must comply with all West Virginia Health Department regulations.
3. Vendors must keep all equipment, displays, and operational materials within their assigned space and may not extend into neighboring areas.
4. All waste—including water, grease, cooking oil, and garbage—must be contained within your space and disposed of properly at the end of each day.
5. Vendors must prominently display their WV Sales Tax Certificate, Upshur County Health Permit (if serving food), and WVSF vendor identification tag. Fees for these permits are included in vendor costs except for the State Tax Certificate and Health Department Permit.
6. The Upshur County Health Department and Fire Department may conduct unannounced inspections throughout the week. Failure to comply may result in immediate removal without refund.
7. WVSF will assign vendor spaces based on size and power needs listed on the application. Requests will be considered when possible but cannot be guaranteed.
8. Vendors are solely responsible for the construction, operation, and teardown of their setup. WVSF is not responsible for vendor property before, during, or after the festival.
9. Vendors operate as independent contractors and are not employees, agents, or representatives of WVSF.
10. Vendors agree to hold WVSF harmless from all claims, damages, or liabilities of any kind.
11. Commercial vendors must carry general liability insurance of at least one million dollars per occurrence, listing WVSF as a certificate holder.
12. Application fees are non-refundable under any circumstances.
13. A \$35 fee will be charged for any returned check.
14. Vendor selections are made at the discretion of WVSF. Duplicate or similar vendors may be accepted as needed to serve festival attendees.
15. Vendor placement is determined by the WVSF Vendor Chairperson(s). Requested locations cannot be guaranteed.
16. WVSF is committed to supporting a positive and successful experience for all participants. Hostility or disruptive behavior toward WVSF volunteers, City employees, other vendors, or the public will not be tolerated. All decisions by WVSF and City officials are final and not subject to dispute.

***\*Vendors must acknowledge they have read the Rules & Regulations and agree to adhere to them when completing the digital application.***



## **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 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 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.