



# Vendor/Food Truck Registration Form

## West Virginia Food Truck Festival

Eleanor Park & Fair Grounds, Eleanor, WV

Saturday, April 22, 2023

To secure your vendor participation, please complete the following:

**Name of Business:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Products Sold:** \_\_\_\_\_

### Insurance Coverage:

\_\_\_\_\_  
(food vendor/s) (Company name, agent, address & coverage)

**Electrical:** Quiet Generator? Y N      Type of electrical hookup? \_\_\_\_\_

**PAYMENT OPTIONS:** \_\_\_\_\_ Check \_\_\_\_\_ Credit Card *(Call (304) 757-6510 for processing)*

**FEE:**            **Before April 1, 2023 \$200 PLUS A REFUNDABLE DEPOSIT OF \$5**  
                         **After April 1 \$250 PLUS A REFUNDABLE DEPOSIT OF \$50**

The vendor hereby submits its entry fee in the amount of \$200.00 (if before April 1, 2023) or \$250 (if April 1, 2023 or after) for entry as a vendor at the West Virginia Food Truck Festival. The entry fee is nonrefundable. The West Virginia Food Truck Festival is a rain or shine event and refunds of the entry fee cannot be given due to inclement weather. Additionally, the vendor hereby submits a \$50 refundable deposit. The refundable deposit will be refunded after the vendor participates in the full duration of the event. Failure to show up or failure to be present for the full duration of the event will result in forfeiture of the vendor deposit. The vendor agrees to be set up for Health Department Inspection by 10:30 a.m. on the day of the event. The vendor agrees to complete set up of the vending location (Park Road, Eleanor, WV) and readiness to begin serving customers no later than Saturday, April 22 before start of event at noon. The name of your business will be marked. Spaces are assigned at the discretion of the Festival. Vendors must remain set up throughout the entire duration of the event. Only the space is provided. Vendors are responsible for tents, tables, chairs, lights. Electric will be provided if vendor does not have a quiet (whisper) generator. Proper to code 220v or 110v hookups are required. Each vendor shall be responsible for obtaining all permits and for complying with all safety, health, and fire codes (code enforcement will be available day of).

After completion of the above form, please submit it, together with your certificate of insurance, registration fee and refundable deposit payable to the Putnam County Chamber of Commerce, and a completed Health Department Permit Application. Payment can also be made by credit card. Return this form, with full payment, to: Putnam County Chamber of Commerce, 971 WV Rt. 34, Suite 2 Hurricane, WV 25526. Form can also be emailed to [a.alford@putnamcounty.org](mailto:a.alford@putnamcounty.org). No partial payments are permitted.

West Virginia Food Truck Festival  
971 WV Rt. 34  
Hurricane, WV 25526



*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 22. 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. You must stock your 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 safety can be ensured.

**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 the Saturday, April 22, 2023 after the festival at 5:30 p.m. 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 will not return any vendor fees for any reason. The West Virginia Food Truck Festival is a rain or shine event, and vendor fees cannot be returned in the event of inclement weather.

The refundable deposit will be refunded after the vendor participates in the full duration of the event. Failure to show up or failure to be present for the full 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.

**13. Vendor Passes**

Prior to the event, please pick up your vendor I.D. for the event at the designated check-in area. Please ensure that all employees wear the appropriate vendor I.D. at all times during the Festival event.