



645 River Park Drive  
Danville, Virginia 24540  
(434) 793-4636  
danvillefestival@gmail.com

## 2017 Concession Vendor Application

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Sales Tax Registration Number: \_\_\_\_\_ Name: \_\_\_\_\_

Brief description of food types: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space Requirements: \_\_\_\_\_

\_\_\_\_\_

*I have read the 2017 rules and regulations and I/we verify that all information on this application is true and correct to the best of my/our knowledge.*

Signature: \_\_\_\_\_

## Food Concessionaire Rules and Regulations

1. Concessionaires are chosen based on the following criteria:
  - a. Variety of food offerings. FIP strives to offer food items not readily accessible to the general public as well as a mix of the general festival “favorites.”
  - b. Concessionaire meets or exceeds Virginia Health Department Standards.
  - c. Professional design of booth and food area.
  - d. Ability to move food quickly from receipt of order, payment to delivery.
  - e. When selecting a past vendor for continued participation, several areas are taken into consideration along with the aforementioned criteria. These are:
    - i. Ability to get along with other vendors.
    - ii. Ease of working relationship with FIP staff and volunteers.
    - iii. Willingness to abide by rules and regulations.
    - iv. Prompt payment of fees and taxes.Note: The goal of the Board and volunteers for FIP is to have a pleasant, stress free event for all concerned – the vendors, the volunteers and the public.
2. Hours of Operation – Vendors must remain open during all hours of FIP.
  - a. Friday, May 19, 4:00 – 8:00 pm
  - b. Saturday, May 20, 10:00 am – 8:00 pm
  - c. Sunday, May 21, 1:00 pm – 6:00 pm
3. All vendors selling beverages and/or water MUST purchase product from the exclusive beverage sponsor of the event. The exclusive beverage provider will be announced before the event.
4. The Health Department will complete inspections and permits on Friday morning before 2:00. Please be certain to complete and return all health department forms as soon as possible.
5. All food vendor applications must be submitted by March 1, 2017.
6. If applicant is accepted, vending fees are due by April 1, 2017:
  - a. Snack Vendor fee: \$400
  - b. Multi-food Vendor fee: \$800

*-Snack vendor would be a kettle corn vendor; Multi-food vendor would be corn dogs, ribbon fries, barbecue sandwiches, corn on the cob, etc.*

*-Electricity fee included*

***-Please do not include payment with the submission of this application. Vendors chosen to attend the event will be contacted by March 10, 2017.***
7. If accepted, Concessionaire must submit a copy of his/her liability insurance with FIP and the City of Danville, VA, listed as additional insured.
  - Insurance information MUST be received by May 1.
  - It is the responsibility of the vendor to ensure that all needed paperwork is provided.
8. Location assignment of booth is non-negotiable and will be decided by FIP board of directors. These decisions are based on numerous factors, including;
  - Past participation
  - Timeliness submission of needed paperwork
  - Time of arrival on load in day
9. Set up of booth may begin on Thursday, May 18 from 1:00 pm to 4:00 pm. Friday set-up is from 8:00 am until 11:00 am. The Health Department will complete inspections and permits on Friday. Please enter the Park from the West Main Entrance ONLY.

10. Only one receptacle (two outlets) at 110 volts will be available. Electrical receptacles will require a 3-wire grounded connection. Concessionaire must run own ground serving unit to a metal rod in the ground.
11. All FIP vendors are responsible for paying their Sales Tax/Meals Tax:
  - a. Sales Tax (5%) forms will be provided by the Virginia Department of Taxation and will be paid directly to the Department of Taxation.
  - b. Meals Tax (6%) forms will be provided by the Commissioner of Revenue and will be paid directly to the Commissioner of Revenue.
12. Festival in the Park of Danville, Inc. is not responsible for any damage or injury to concessionaires or property, or other individuals in or near the concession area during the entire three-day FIP or during the time for set-up or removal of concession equipment.
13. Festival in the Park of Danville, Inc. vendors may forfeit their right to sell if rules and regulations are not followed or other mitigating circumstances arise.

Please contact Lynette Anderson with any questions regarding the 2017 Festival in the Park.  
804-497-0450  
DanvilleFestival@gmail.com