



## 2018 Food Vendor Application

This Application is for the  Spring Festival (May 12 & 13, 2018)  Fall Festival (October 6 & 7, 2018)

Contact Name/s \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Website \_\_\_\_\_  Yes! Include a link to this website on CrozetFestival.com

This business is a registered non-profit. Letter of Determination for 501(c)(3) status is attached.

Short description of your menu:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Will be included on the Festival website and in the Festival Program. Please keep it short! Long descriptions will be edited*

Food Vendor booths are located in the outdoor area of the Festival. Only the space and access to electricity\* is provided - Vendor must bring all necessary booth set-up and equipment including tent, tables, chairs, extension cords, etc.

**Booth Size and Fees**  10x10 (\$300)  15x10 (\$425)  20x10 (\$550)

**Booth Type**  Mobile Unit  Restaurant  Temporary Vendor

**Electricity**  Electrical Hook-Up Requested\*  Vendor will bring Generator  Electricity is not required

*\*Electricity access is limited. If you can do without an external electrical source we will deduct \$50 from your booth fee.*

**Non-Profit booths are provided on an exchange only basis, with all booth fees waived.** Goods/Services to be exchanged may include donations to Festival Raffle, Festival activity provided to the public free of charge, advertising partnership, or other as agreed upon (contact Festival Director for details - 434-326-8284/director@crozetfestival.com)

Non-Profit agrees to provide a good or service to the Crozet Arts and Crafts Festival.

Description \_\_\_\_\_

Value \_\_\_\_\_

**List all menu items you plan to sell in your booth:**

Menu Item	Approved	Menu Item	Approved

ANY CHANGES OR ADDITIONS MUST BE APPROVED

Claudius Crozet Park has bags of ice available for sale. 40lb bags are \$15/each, payable by cash or check in the Festival Office during the Festival weekend.

We will be purchasing ice  
Approximate # of bags needed \_\_\_\_\_

Enclosures:

- Completed and Signed Application, including all Menu items and required service items
- At least 1 digital image of your booth (can be emailed to festival@crozetfestival.com)
- Copy of insurance
- \$50 trash deposit
- \$\_\_\_\_\_ booth fee (separate check)

Applicant has read the attached **Food Vendor Policies and Guidelines** required for participation in the Crozet Arts & Crafts Festival, May 12 & 13, 2018 and/or October 6 & 7, 2018 and agrees to abide by them in their entirety.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Crozet Arts and Crafts Festival Food Vendor Policies and Guidelines

The Applicant certifies that he/she/they are a legally designated representative of the Organization/Business, and he/she/they will be in attendance throughout the entire Festival, RAIN OR SHINE.

Applicant grants permission to the Crozet Arts & Crafts to reprint an image for promotional use of the Crozet Arts & Crafts Festival. This includes the use in press releases, print, online, television, and the Festival web site.

Applicant understands all booths will be visited by the Festival committee at intervals throughout the Festival to ensure that all Food Vendors comply with all Festival rules. Applicant further agree to abide by all regulations outlined in this application, the load-in and load-out instructions, security procedures, or any rule promulgated by the Festival Director. Applicant acknowledges that failure to abide by regulations and repeated non-compliance will result in expulsion and ineligibility for participation in future Crozet Arts & Crafts Festivals. Expulsion of a participant from the Crozet Arts & Crafts Festival is without the necessity of any written notice and without legal recourse or right to rebate any portion of the fees paid.

A \$50 trash deposit is required from all food vendors. Please use a separate check for this payment. Your deposit will be returned or destroyed if after inspection your booth site is clean and all waste materials have been disposed in the receptacles provided. If you wish to have this check returned to you at the end of the year (after the Fall Festival in October), include a self-addressed stamped envelope.

- ✓ Each Food Vendor is responsible for keeping the grounds near your booth clean and leaving your area clean after pack up on Sunday evening.
- ✓ Trash containers will be provided by the Festival at the picnic areas for patron use only. You are responsible for providing trash containers at your booth and for taking your trash to the dumpster.
- ✓ Styrofoam containers are not permitted. While we are no longer able to offer composting services, we strongly encourage our Food Vendors to use sustainable and eco-friendly packaging/serving options.
- ✓ There will be a portable dumping basin provided for waste liquids, located near the portapotties. Absolutely nothing is to be dumped on the ground.

Applicant is responsible for completing the Virginia Department of Health Application for Temporary Restaurant Permit and submitting it to the Albemarle County Health Department, and for meeting all Health Department guidelines and timelines, including keeping updated on changes to Health Inspector rules and requirements. The Crozet Arts and Crafts Festival is not liable for out of date Department of Health information. The Health Inspector will be on-site to inspect the food booths. All requirements of the Health Inspector must be satisfied immediately and Health Inspector rules and decisions supercede Festival policies.

Applicant is responsible for ensuring all Fire Code safety regulations are met. Please note: the Fire Marshall will be inspecting the grounds, including all Food Vendor booths. All requirements of the Fire Marshall must be satisfied immediately or you will not be allowed to remain on the Festival grounds.

All menu items must be approved by the Festival. We make every effort to ensure no duplication of food offerings between vendors unless both vendors approve the duplication in writing. All Food Vendors may serve non-alcoholic beverages that are approvable by the Health Department. Pricing will be at the discretion of the Vendor.

Menu items and prices must be posted at the front of the booth space.

Food vendors must ensure enough food, service items, and staff for both Festival days. Hours are Saturday, 10am-5:30pm and Sunday, 10am-5pm.

All Festival Exhibitors, Vendors, and Volunteers are provided badges with the Festival logo, if possible please allow Exhibitors, Vendors, and Volunteers expedited service so they can return to their booths/staffing locations.

Applicant assumes all responsibility for insuring their own property against the risks of fire, theft, burglary, breakage and leakage, and weather or water damage as well as the risks of transport to and from the festival site. The Crozet Arts & Crafts Festival will not be liable to Applicant or any other person for any damage or loss whatsoever, arising from any cause. Without limiting the foregoing, the Crozet Arts & Crafts Festival will not be liable for any loss incurred by reason of failure of the Applicant to obtain such insurance or failure of such insurance to cover any loss.

I/we participant/s, our heirs, successors and assigns agree to release and hold harmless the Crozet Arts & Crafts Festival, Claudius Crozet Park Inc, their board of directors, staff, sponsors and affiliated charity and corporate partners and their heirs, successors, and assigns for any loss of property or physical harm, including, but not inclusive, of damage from acts of God, weather, health hazards, terrorism, etc. or Festival cancellation due to acts of God, weather, health hazards, terrorism, etc. I/we further agree to waiver any and all rights without limitation on liability for the use of the festival space and service described in this application.

The Crozet Arts & Crafts Festival Director and Claudius Crozet Park Board of Directors reserves the right to make final interpretation of all rules.



Please submit this application by April 5 for the Spring Festival, September 5 for the Fall Festival. Confirmation and approval of menu selections will be returned to you by April 12/September 12.

*Submit this application to:*  
Crozet Arts and Crafts Festival  
PO Box 444  
Crozet, VA 22932  
festival@crozetfestival.com  
434-326-8284  
www.crozetfestival.com

