



Dear Vendor/Exhibitor:

It is with great enthusiasm that we extend an invitation to apply for participation in the ANNUAL Yorktoberfest Craft Beer Festival on September 30, 2017 (Rain or Shine) at Hampton Roads Harley-Davidson. Please read all the information carefully and fill in the enclosed application form. There are a few important changes to take note of.

Enclosed are the following:

- Booth and Facility Information
- Rules & Information/Prohibited Items & Behavior and Insurance Requirements
- Food & Non-Food Vendor Application
- Food & Non-Food Vendor Agreement and Payment

ANNUAL YORKTOBERFEST BOOTH & FACILITY INFORMATION

- Spaces are cleared areas, pre-assigned, and measure 10 ft. x 10 ft. Each vendor may request a maximum of 2 spaces side by side. Any requested overages will be charged an additional fee.
- Acceptable structures are freestanding frame tents, trailers, wooden stands with tops and counters, or push carts. All other structures must be approved by **September 5, 2017**.
- Vendor/Exhibitor must provide freestanding support structures for use in landscape gravel/paved areas. Yorktoberfest reserves the right to reassign booth locations at any time prior to the beginning of the Festival. Vendor agrees to erect and dismantle any structures used in assigned space.
- We encourage vendors to set-up as early as 8:30 am, September 30, 2017. **Trailers must be in place by 10:30 am.** Booth workers must be in place by 11:00 am. Vehicular access to Festival may be denied after 10:30 am. Vendor/Exhibitor cooperation during set-up with the Festival staff is essential to place everyone in a timely manner.
- Vendor/Exhibitor must maintain the booth and surrounding area in conformity with all applicable sanitary and health laws and regulations. Yorktoberfest is not responsible for booth trash removal. **The timely removal of all trash is the responsibility of the vendor.** Vendor/Exhibitor must use roll-off dumpsters in the rear parking lot, not the small cans provided for the general public. **There will be a fee of \$250 assessed if area is left with debris, tents, run-off, etc.**
- Vendor/Exhibitor is required to mark with bright colors any wires/ropes extending from their concession and to have their concession accessible or to make other appropriate accommodations for patrons with disabilities.
- All generators must be pre-approved by Yorktoberfest Chairperson. No exceptions.
- All structures, tents, etc. must be dismantled and removed by 5:30 PM, Saturday evening. A Vendor/Exhibitor Coordinator, will check your site before departure. Failure to comply will result in vendor privileges being denied at the 2018 Festival.
- **Although minimal security is provided, Yorktoberfest assumes no responsibility for lost or stolen articles, or damage to persons or property.**

ANNUAL YORKTOBERFEST RULES & INFORMATION

The Yorktoberfest Committee evaluates applications and selects participants for inclusion in the event. Retail vendor applications are considered on a space-available basis with preference given to York County Chamber businesses when both vendor/exhibitor applications and fees are received prior to the **AUGUST 30, 2017** deadline.

Being a sponsor of the event is also available for Retail and Non-Retail Vendors/Businesses who would like to promote their business at the Yorktoberfest with limited availability and are subject to Festival vending rules and guidelines as well. Please refer to Sponsor Application.

- Yorktoberfest reserves the right to amend product lists and or deny the sale or distribution of any item it deems inappropriate for the Festival.
- Explosive devices will not be sold or distributed at the Festival.
- Portable toilet facilities are available on the Festival grounds.
- If the event is canceled because of inclement weather, no refund will be issued after acceptance and no credit will be given toward future events.

PROHIBITED ITEMS & BEHAVIOR

Violations will result in termination of vendor privileges for 2017 and/or vendor/exhibitor will be banned from future Yorktoberfests. The following are prohibited:

- Consumption or possession of alcohol, while working the booth, or controlled substances on Festival areas.
- Dirty or unkempt booth or employees or any health department violations.
- Pets, skateboards, in-line skates, bicycles, or tricycles in Festival areas.
- Language or behavior that is not appropriate for the family-oriented Festival.
- Amplification of sound with the exception of the Yorktoberfest and its designees or agents.

FOOD VENDOR INSURANCE REQUIREMENTS

If you are accepted as a vendor for the Yorktoberfest, you will be required to forward proof of Festival insurance to the York County Chamber (YCC) Office by **AUGUST 30, 2017**. The certificate must cover the vendor for \$1,000,000 of general liability and must clearly state: "The Yorktoberfest, the County of York, its employees and volunteers are listed as additionally insured."

ANNUAL YORKTOBERFEST EXHIBITOR, VENDOR, & FOOD VENDOR APPLICATION

(Please completely fill out and return to the York County Chamber office by **AUGUST 30, 2017**)

York County Chamber Member: Yes No Type: Exhibitor Food Vendor Vendor (*selling product*)

Business Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

PROPOSED FOOD SALE ITEMS

All items must be listed. Attach sheet if needed.

(1) _____ (4) _____

(2) _____ (5) _____

(3) _____ (6) _____

FEES

Exhibitor Space [10 ft. x 10 ft. (*Max. number of spaces: 2, subject to availability*)]

YCC Member: \$100.00 Non-Member: \$125.00

Vendor (selling product)

YCC Member: \$45.00 Non-Member: \$65.00

PAYMENT

Credit Card (Master Card & VISA) Check #: _____

Credit Card #: _____ Exp. Date: _____ 3-digit Card Code: _____

Credit Card Statement Mailing Address: _____

Zip: _____ Signature: _____

ANNUAL YORKTOBERFEST FOOD & NON-FOOD VENDORS AGREEMENT

- I certify that the information I provide is true and correct and that I understand the rules and general information provided in this application. Further, I certify that representatives of the participating organization listed on this application will abide by said rules.
- My representatives and I agree to hold harmless the County of York, the Yorktoberfest Craft Beer Festival, its directors, agents, employees and volunteers from any and all liability from injury, property damage or loss, which may arise in connection with my participation with Yorktoberfest.
- I understand that once I have been accepted into the Festival there will be no refund of my vendor/exhibitor fee. If I am not accepted as a vendor/exhibitor at the Yorktoberfest my fee payment will be returned to me.
- I understand that I must abide by the rules set down for electrical and water usage and disposal of trash.
- I understand that Yorktoberfest has the right to prohibit any items for sale or distribution in the Festival Grounds it deems inappropriate for the event.
- I understand that failure to adhere to this rule will result in the termination of my participation in the 2017 Yorktoberfest and possibly future festivals.
- I understand that if the event is canceled because of inclement or hazardous weather, no refund will be issued after acceptance and no credit will be given toward future events.
- Decision will be made 2 days before if event will be canceled or moved to rain date. Everyone will be contacted though email.

Signature (Failure to Sign Voids Application)

Print Name Clearly

Date

SUBMITTING

The Application and the Agreement must be postmarked, emailed, or delivered no later than **AUGUST 30, 2017**, to:

YORKTOBERFEST: c/o York County Chamber of Commerce
4102 George Washington Memorial Highway, Suite 101
Yorktown, VA 23692

Email: yccadmin@yorkcountycc.org

Payment must be sent with the application. A \$35.00 service charge will be assessed for any returned check. Your vendor/exhibitor fee is non-refundable after acceptance. Once we've received your application a confirmation email will be sent to you no later than **AUGUST 30, 2017**.

GUIDELINES FOR OBTAINING A TEMPORARY FOOD PERMIT

- A new application and permit are required for EACH event within the year.
- All participating vendors are required to submit an application to participate in an event.
- This must be done by **AUGUST 30, 2017**.

The procedure to obtain a Temporary Food Sale Permit is as follows:

1. It is the responsibility of the vendor to obtain a Virginia Department of Health Temporary Food Sale Permit prior to the event. Last minute applications can be a problem for everyone and your planning in advance is appreciated.
2. The vendor contacts the Environmental Health Office at the Health Department at (757) 594-7340 with questions regarding completing the Temporary Food Sale Permit application or with any Environmental Health questions. Regular business hours are 8:00 am – 5:00 pm Monday – Friday, except 12:00 noon – 1:00 pm daily.
3. Vendor completes the Temporary Food Permit application.
4. The Vendor pays the health department fee after completing the application made payable to the Peninsula Health Center. The vendor that is exempt under the Code of Virginia need not pay the fee.
5. Vendor obtains the Temporary Food Permit from the Health Department that is to be displayed during the time of the event.
6. If vendor participates in additional events in York County throughout the year, the vendor pays an additional \$10.00 for each event made payable to the Peninsula Health Center in addition to completing a new application.