



Dear Vendor:

It is with great enthusiasm that we extend an invitation to apply for participation in the ANNUAL Yorktoberfest Craft Beer Festival on SUNDAY, OCTOBER 22, 2023 from 12:00 pm–5:30 pm (one session) at the Yorktown Waterfront with a rain date of SUNDAY, NOVEMBER 5, 2023. The sponsor theme is “Home Improvement.” Please read all the information carefully and fill in the enclosed application form.

### YORKTOBERFEST BOOTH & FACILITY INFORMATION

- Spaces are cleared areas, pre-assigned, and measure 10 ft x 10 ft (space only, vendors must provide own table and chairs).
- Acceptable structures are freestanding frame tents, trailers, wooden stands with tops and counters, or push carts. All other structures must be approved by **OCTOBER 9, 2023**.
- Vendor must provide freestanding support structures for use in grass 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.
- **Vendors setup time starts at 7:30 am, October 22, 2023 and each vendor will be assigned a specific setup time. If you miss your setup window you might be denied setup access.** Booths need be setup and ready to go by 10:00 am. Vendor cooperation during setup with the Festival staff is essential to place everyone in a timely manner.
- Vendor 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. There will be a fee of \$250 assessed if area is left with debris, tents, run-off, etc.**
- Vendor 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 6:00 pm, Sunday evening. A Vendor Coordinator, will check your site before departure. Failure to comply will result in vendor privileges being denied at future Festival.
- **Although minimal security is provided, Yorktoberfest assumes no responsibility for lost or stolen articles, or damage to persons or property.**
- Food Trucks must have up-to-date York County Business License in order to sell food at the event.

### 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 applications and fees are received prior to the **OCTOBER 2, 2023** 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.
- If the event is canceled because of inclement weather or COVID-19, credit will be given toward the next years event.
- **Any tents or signs must be weighted and CANNOT USE STAKES. Anything with stakes must be removed from the venue.**

# YORKTOBERFEST COVID-19 GUIDELINES & SAFETY

- All vendors will adhere to state safety guidelines, if any, set in place by the state at the time of the event. We will send out an email with a list of safety requirements before the event.

## PROHIBITED ITEMS & BEHAVIOR

Violations will result in termination of vendor privileges for 2023 and/or vendor 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 REQUIREMENTS

If you are accepted as a vendor for the Yorktoberfest, you will be required to forward proof of Festival insurance and York County Business License to the York County Chamber (YCC) Office by **OCTOBER 2, 2023**. 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."

Effective July 1, 2017, the Virginia Department of Health is now required to issue mobile food unit licenses in the form of a sticker that shall be prominently displayed on mobile food units. This change was enacted due to the passage of House Bill 1625 during the 2017 Virginia General Assembly legislative session.

In 2018 the Department of Housing and Community Development passed requirements for fire safety specific to mobile food establishments. You may find a handout to assist mobile food unit operators here.

If you are not a mobile food unit and selling food to eat at the event, you will need temporary food event permit, see link below on how to apply.

For more VDH details visit, [www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-operators/](http://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-operators/)

## YORKTOBERFEST EXHIBITOR, NON-FOOD, & FOOD VENDOR APPLICATION

(Please completely fill out and return to the York County Chamber office by **OCTOBER 2, 2023**)

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

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

Why are you interested in being part of the festival? \_\_\_\_\_

### FEES

**Exhibitor, Non-food, & Food Vendor:**  YCCC Member: \$75.00       Non-Member: \$100.00

### PAYMENT

Credit Card (Master Card & VISA)       Check #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit Card Code: \_\_\_\_\_

Credit Card Statement Mailing Address: \_\_\_\_\_

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

## YORKTOBERFEST EXHIBITOR, NON-FOOD, & FOOD VENDOR 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 fee. If I am not accepted as a vendor 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 2023 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. Everyone will be contacted though email.

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*Signature (Failure to Sign Voids Application)*

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*Print Name Clearly*

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*Date*

### **SUBMITTING**

The Application and the Agreement must be postmarked, emailed, or delivered no later than **OCTOBER 2, 2023**, to:

YORKTOBERFEST: c/o York County Chamber of Commerce

110 Mid-Atlantic Place

Yorktown, VA 23693

Email: [yccadmin@yorkcountycc.org](mailto:yccadmin@yorkcountycc.org)

*Payment must be sent with the application. A \$35.00 service charge will be assessed for any returned check. Your vendor fee is non-refundable after acceptance. Once we've received your application a confirmation email will be sent to you.*