



**South Boston Harvest Festival**  
432 Main Street, South Boston, VA 24592  
Telephone: (434)-575-4208 Fax: (434) 575-4275  
E-mail: [info@downtownsobos.com](mailto:info@downtownsobos.com) Website: [www.downtownsobos.com](http://www.downtownsobos.com)  
**Saturday, September 28, 2024**

## **FOOD VENDOR APPLICATION**

### **ENTRY FEE:**

**\$175.00** made payable to **South Boston Harvest Festival**. All fees are non-refundable. **All applications received after August 31, 2024 will include a \$10.00 additional fee and will be \$185.00**

Send completed application and payment (check, money order or credit card information) to:

South Boston Harvest Festival  
432 Main Street  
South Boston, VA 24592

Service Charge for all returned checks **\$25.00**

### **REQUIREMENTS TO APPLY:**

- ✓ **MUST** submit at least one photo of what your display will resemble. Applications will not be considered without photo.
- ✓ **MUST** submit your menu along with the application.
- ✓ **MUST** apply for a Temporary Food Event Permit and pay the required Health Department Fee. Please call the VA Department of Health at 434-433-3545, to obtain needed information. You are responsible for contacting the health department.
- ✓ **MUST** give all measurements of booth space needs. *Measurements must include footage for the trailer, tongue, tents, canopies, counters, etc.*
- ✓ **MUST** provide a "Certificate of Insurance" indicating \$1,000,000 liability limit. In the section marked "**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES**" must state: The South Boston Harvest Festival to be held in Constitution Square, 100 Main Street, South Boston, VA 24592 on 09/28/24. In the section marked "**CERTIFICATE HOLDER**" must state Destination Downtown South Boston, Inc., 432 Main Street, South Boston, VA 24592.

### **GENERAL INFORMATION:**

- ✓ This is an outdoor festival held in the streets of downtown South Boston.
- ✓ Vendors provide own tables, chairs, tents, extension cords, etc.
- ✓ Exhibit hours 9 a.m. – 5 p.m. Set up and be ready to sell at 9:00 a.m. and sell until 5:00 p.m., please no selling after 5:00pm
- ✓ **Fee is nonrefundable due to cancellation on your part or inclement weather.** This is a "rain or shine event" – no rain date.
- ✓ Exhibit spaces will be arranged by the Harvest Festival organizers according to the order of application received, paid application fee, and what works best for the flow of the festival.
- ✓ Vendors will receive acceptance confirmation. Closer to the Festival a vendor check-in information letter will be sent.
- ✓ Estimated attendance of previous festivals was around 6,000.

### **FIRE SAFETY REQUIREMENTS:**

**MUST** provide a working fire extinguisher. The Fire Marshall **will stop cooking operations immediately if the food vendor lacks an appropriate fire extinguisher.** The type of fire extinguisher(s) required varies with the type of fuel used. The following type fire extinguishers are required as noted based on

<u>Type of Fuel or Cooking Operation</u>	<u>Type of Fire Extinguisher Required</u>
Charcoal or Wood BBQ	Minimum U.L. Rating of 2A 20BC
Propane, Butane or Natural Gas	Minimum U.L. Rating of 2A 40BC
Deep Fat Frying (Heated Electric, Propane, Other) U.L. Rated for Class "K"* ( <u>In addition</u> to the Fire Extinguisher required for the Source of Heat Being Used.)	

Fire extinguishers must have a tag that indicates they have been serviced within the past 12 months. Exception: New fire extinguishers (those purchased within the past 12 months) may pass inspection by having the receipt showing the date of purchase taped to or otherwise attached to the fire extinguisher.

All extinguishers shall be mounted in a readily accessible and visible location, between 3 and 5 feet above the ground.

#### **Additional Requirements**

- ✓ Any compressed gas cylinder must be secured to prevent falling and some provision must be in place to prevent unauthorized personnel from tampering with the cylinder. (SFPC 5303.5) The securing of compressed gas cylinders to the legs of typical pop up tents will not be accepted. \*Compressed gas cylinder and tank valves shall be protected from physical damage by means of protective caps, collars or similar devices. (SFPC 5303.6) \*Electrical hazards must be removed. Wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used. (SFPC 605.1)
- ✓ Extension cords must be of an appropriate size for the appliances being utilized.
- ✓ Extension cords shall be maintained in good condition without splices, deterioration or damage. (SFPC 605.5.3)
- ✓ Open junction boxes and open-wiring splices are prohibited. (SFPC 605.7)

The following items will be mandatory of **Mobile Food Preparation Vehicles**:

- ✓ **Mobile food preparation vehicles** that are equipped with appliances that utilize open flames or produce smoke or grease laden vapors shall comply with the requirements of the Virginia Statewide Fire Prevention Code.
- ✓ **Seating.** Seating for the public within any mobile food preparation vehicles is prohibited.
- ✓ **Exhaust hood.** Cooking equipment that produces grease laden vapors shall be provided with a kitchen exhaust hood in accordance with NFPA 96, Annex B.
- ✓ **Fire protection for cooking equipment.** Cooking equipment shall be protected by automatic fire extinguishing systems in accordance with Section 904.3 of the Virginia Statewide Fire Prevention Code.
- ✓ **Appliance connection to fuel supply.** Gas cooking appliances shall be secured in place and connected to fuel supply piping with an appliance connector complying with ANSI Z21.69/CSA 6.16. The connector installation shall be configured in accordance with manufacturer's installation instructions. Movement of appliances shall be limited by restraining devices installed in accordance with the connector and appliance manufacturer's instructions.
- ✓ **Leak detection.** Gas systems shall be inspected prior to each use and following fuel tank replacement or refill in one of the methods approved by the Virginia Statewide Fire Prevention Code.

- ✓ **Cooking oil storage containers.** Cooking oil storage containers within mobile food preparation vehicles shall have a minimum aggregate area volume not to exceed 120 gallons (454L) and shall be stored in such a way as to not be toppled or damaged during transport.
- ✓ **Maximum aggregate volume.** The maximum aggregate capacity of LP-gas containers transported on the vehicle and used to fuel cooking appliances only shall not exceed 200 pounds propane capacity.
- ✓ **Protection of container.** LP-gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement.
- ✓ **LP-gas alarms.** A listed LP-gas alarm shall be installed with the vehicle in the vicinity of LP-gas system components, in accordance with manufacturer's instructions.
- ✓ **Exhaust system.** The exhaust system, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected and cleaned in accordance with Chapter 6 of the Virginia Statewide Fire Prevention Code.

All other regulations of the 2015 Virginia Statewide Fire Prevention Code shall be followed as required for Mobile Food Preparation Vehicles. Mobile Food Preparation Vehicles that display a compliance decal issued from any of the Fire Officials of the Western Region (Virginia) will be acknowledged.

**For Office Use Only:**

**App#** \_\_\_\_\_ **Date Rec.** \_\_\_\_\_ **Conf. Sent** \_\_\_\_\_ **Fee Paid** \_\_\_\_\_

# FOOD VENDOR APPLICATION

**\$175.00 application fee—must accompany this application**

**(All fees are non-refundable)**

Organization Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone:(\_\_\_\_\_) \_\_\_\_\_

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

Email: **(PLEASE PRINT CLEARLY, you will receive festival information by email):** \_\_\_\_\_

## Full Mailing Address:

Street \_\_\_\_\_

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

Website (if applicable): \_\_\_\_\_

Facebook link (if applicable): \_\_\_\_\_

Food to be sold or provide a menu \_\_\_\_\_

Give all measurements of truck, trailer, tongue, canopies, tent, etc. \_\_\_\_\_

Which side of your truck will you serve from?  Left  Right

## **ELECTRICAL NEEDS:** (check the one that applies to you)

**Option #1** None

**Option #2** Yes (120v/20amps)

**Option #3** Yes I need extra electricity (include the volts/amps you require \_\_\_\_\_)

**If yes to Option 2 or 3, what will you use the electricity for? For example: cash register, lamps etc.**

\*Extra electricity is limited. If your electrical needs are above 120v/20 amps, please call and discuss this with the festival coordinator for approval, before mailing in application. **There is an additional charge for extra electricity. Call 434-575-4208 for more information.**

Do you have handicapped needs?  Yes  No

Have you been here before as a **vendor**?  Yes  No

How did you hear about this festival? \_\_\_\_\_



## PAYMENT INFORMATION

(Payment is due with the application to secure your spot)

Payment by check: Please make check or money order payable to **South Boston Harvest Festival**

Payment by credit card: Please complete the information below or call the office 434-575-4208

Name as it appears on card \_\_\_\_\_

Street Address \_\_\_\_\_

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

Type of Card  VISA  MASTERCARD  DISCOVER

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Amount to be charged: \_\_\_\_\_

Signature (required): \_\_\_\_\_

Please check to confirm that you agree with the following: By submitting this form, I understand that my Credit Card will be charged the fee for my application to the South Boston Harvest Festival upon the Festival's receipt of this application form. Your receipt will be emailed back to you. Your statement will show a charge made to Destination Downtown South Boston (DDSB). **All fees are non-refundable.**

## Agreement

**Signature required – this page must accompany your application**

**PRINT OUT ALL PAGES - FILL OUT COMPLETELY  
RETURN COMPLETED FORMS TO THE FESTIVAL OFFICE**

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Any questions call 434-575-4208, fax 434-575-4275 or email [info@downtownsobos.com](mailto:info@downtownsobos.com). For more information visit, [www.DOWNTOWNSOBO.COM](http://www.DOWNTOWNSOBO.COM) or <https://downtownsobos.com/south-boston-harvest-festival/>

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By signing this application, each vendor is fully responsible for their own entries, including loss by breakage, theft, fire, rain, or any other cause of damage to inventory or self. Vendors are responsible for any insurance they deem necessary. Also, the vendor hereby expressly releases Destination Downtown South Boston and the Town of South Boston from any and all liability for damage, loss or injury to any person or goods from any cause whatsoever. Destination Downtown South Boston and the Town of South Boston assume no responsibility or liability for fire, theft, rain, or other loss or damage or for injuries to person or property.

Signature Required: \_\_\_\_\_ . Date \_\_\_\_\_

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**South Boston Harvest Festival**

432 Main Street, South Boston, VA 24592

Telephone: (434)-575-4208 Fax: (434) 575-4275

E-mail: info@downtownsobos.com Website: www.downtownsobos.com

**NO SOLICITATION AGREEMENT**

Organization Name \_\_\_\_\_

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

The South Boston Harvest Festival allows all vendors to operate their booth space within the allotted dimensions as stated on all applications, each paid space being 10 ft by 10 ft. All vendors will agree to use their 10 by 10 booth space to display their wares in that area. At no time during festival hours (9:00 am to 5:00 pm) will vendors or any of their associates be allowed to go up and down the festival streets and solicit the visitors. Any vendor or their associates who do not abide by this agreement will be asked to leave the festival immediately and will not be allowed to return to the festival in future years.

Signature of Contact Name \_\_\_\_\_

Today's Date \_\_\_\_\_

**Please read, sign, date and return this complete NO SOLICITATION AGREEMENT to the South Boston Harvest Festival, with your application.**

**All fees are non-refundable.**

**Thank you for your application and support!**