



The Treasure Mountain Festival committee is delighted to extend an invitation to you and your organization to participate as a food vendor in the 57th Annual Treasure Mountain Festival, to be held on September 18-21, 2025.

We are excited to have you apply to be a food vendor. We have a loyal community of food vendors who join us at the festival every year. In 2023 we added more capacity and had 24 vendors in our 3 food vendor areas! We are seeking new and unique vendors to add to our festival and encourage all to apply. If you were a food vendor in 2024 your spot from last year is secure and you may send payment with application. If you were not a food vendor in 2024 with us you can submit your application but please send no payment at this time. Please wait for your application to be approved by our committee before you submit payment.

It is our goal to provide you with a profitable venue in which to sell your products and we ask for your cooperation in achieving that goal. Our festival draws over 10,000 visitors over four days each September, and the food offerings are the star of the show for many of our attendees, both local and visiting.

Please review the rules and guidelines for food vendors and complete the enclosed vendor application. **Applications must be received no later than June 30th, 2025.** Please email completed application to [tmffood23@gmail.com](mailto:tmffood23@gmail.com) or mail application to the following.

**\*\*It is very important that as a food truck or food tent vendor that you must meet with all State of WV Fire Codes and Rules and comply. The festival will not be responsible for any fines incurred setting up on our grounds.**

Treasure Mountain Festival Association  
Attn: Food Committee- Elizabeth Scott  
PO Box 336  
Franklin, WV 26807

Please try to get those in as soon as you can to reserve space.. If you have questions or concerns at any time please reach out to me via email at [tmffood23@gmail.com](mailto:tmffood23@gmail.com) or call (304)-668-9966.

Sincerely,

Elizabeth Scott  
TMF Food Committee Chairperson

## **IMPORTANT FOOD VENDOR INFORMATION**

● In the past, duplicate food items were not permitted. Beginning this year, the festival will no longer enforce this blanket rule and reserves the right to invite vendors based on the festival's judgment of best selection for our visitors. The festival also reserves the right to prioritize seniority when selecting vendors for 2024 season.

● **Food Vendor Applications** - All food vendor applications must be received on or before June 30th, 2025. Any applications received after this date will be considered by the committee only in the event of additional spaces opening later in the summer. The committee will review your completed application, and may need to be in communication with you after submission to ensure you meet all of the guidelines prior to approval of your application.

● Your application will be reviewed by the committee as soon as it is received. **IF YOU WERE A 2024 VENDOR ONLY PLEASE REMIT PAYMENT WITH APPLICATION**

● If you are a potential new vendor or was not here in 2023 please **DO NOT REMIT PAYMENT** with application. Please wait to be approved and you will be invoiced.

● **Vendor Spaces** - Vendor spaces are restricted to **20 X 30 feet OR** the space required for your concession trailer or tent only. As we are trying to grow our food vendors there will be **NO PARKING OF ANY PERSONAL VEHICLES** in the vendor areas. To assist with space, we request that the vehicle pulling the trailer to be unhooked and moved to a parking area.

● **Vendor Space Fee** - The food vendor fee for Non-Profit & Church groups is \$300.00. The food vendor fee for For-Profit & Commercial vendors is \$400.00.

● **Electrical Hook Up** - A fee of \$15.00 per day, per hookup, will be charged for use of electricity. Electricity may be limited depending on the type needed. Please provide details about your equipment's total draw and plug type/voltage requirements in the application form.

● **Compliance & Liability Insurance-** Vendors are required to be in compliance with all Health Department regulations and obtain required permits for Pendleton County. The permit fee for this is \$72 and we must have a copy of your permit to keep on file by August 15, 2025. A copy of the application for permit will be on our website. You can also contact the Health Department at 304-358-7565. Vendors are requested to add Treasure Mountain Festival Association event to their liability insurance and provide a certificate of insurance listing the festival as additionally insured for the dates of the festival to the committee.

● **Water Access** - There are some areas where you may have water access but all food vendors must have potable water in proper containers at their areas. All vendors must provide their own electrical cords, hoses, and water containers needed for your area. These cannot be provided by the festival.

### **Fire Extinguishers**

All food vendors that are using any cooking appliances needing electric or gas **MUST** have a working fire extinguisher on site approved by local fire marshal

### **Setup Times**

Setup will begin on Wednesday evening after 6:00pm. The parking lots used for festival vendors are in public use until that time. **No vendors will be allowed to setup until after 6:00pm.** Vendors should be set up and ready no later than **9:00am on Friday** of the festival. NO setup or tear down will be allowed during the festival hours.

### **Housekeeping**

The committee provides trash receptacles throughout our food areas for customers and those will be changed as needed. You must provide your own trash receptacles for use within your booth and must have your own trash bags. It is the vendor's responsibility to keep your area neat and clean at all times. **IF YOU USE ANY GREASE OR OIL IT MUST TAKEN WITH YOU WHEN YOU LEAVE.**

**•Teardown Info**

No vehicles may be brought into the food vending lots until after the festival closing time at the end of each day. We ask that all food vendors stay open throughout the length of the festival but understand you may sell out of things early. If you run out of food items before the festival closes on Sunday you may begin to disassemble and clean up your area but all vehicles must remain outside of food vending areas until after the closing time to ensure the safety of visitors and pedestrians.

We ask that all vendors abide by the above rules and regulations for the safety and enjoyment of all attending the festival and the maintenance of a respectful atmosphere for all vendors and festival coordinators.

**Cancellation Policy: There will be NO refunds after vendor agreement has been received and approved.**

# Treasure Mountain Festival Food Vendor Application 2025

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: (required) \_\_\_\_\_

Please Check (✓) Type of Booth: Tent  Trailer

Dimensions of Booth (including hitch if trailer): Width: \_\_\_\_\_ Depth: \_\_\_\_\_

Electrical Hookup Required? Yes  No

Electrical Requirements:(please provide as much detail as possible) \_\_\_\_\_

Have you participated in the TMF previously? Yes  No

Do you prefer the same space as last year? Yes  No

Festival is Thursday through Sunday, Please list days that your booth will be active

Please Provide a List of Items you will be serving on your menu :

Our fee structure is based on rate per 20 X 30 foot booth spaces. If your trailer or set up requires more than that space, you will be required to reserve more than one booth space.

Non-Profit or Church group \$300.00 # of Spaces required \_\_\_\_\_ Total \$ \_\_\_\_\_

For-Profit & Commercial vendors \$400.00 # of Spaces required \_\_\_\_\_ Total \$ \_\_\_\_\_

Electrical Hookups: \_\_\_\_\_ X \$15.00 per hookup per day = \$ \_\_\_\_\_

Total Fee \$ \_\_\_\_\_ (ONLY REMIT FEE WITH APPLICATION IF YOU WERE A 2023 VENDOR)

(IF YOU WERE NOT A VENDOR IN 2024 REMIT APPLICATION AND YOU WILL BE CONSIDERED AND ONCE APPROVED WILL BE SENT AN INVOICE)

In submitting this application, I agree to hold Event Association, Town of Franklin, and their officers, agents, employees, sponsors and volunteers harmless for any resulting loss or damage occurring to any person(s) or property. I also agree that I have read the Food Vendor Rules & Guidelines and agree to abide by them.

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

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**Committee Use Only**

Vendor # \_\_\_\_\_ Location \_\_\_\_\_