



The Treasure Mountain Festival committee is delighted to extend an invitation to you and your organization to participate as a food vendor in the 55th Annual Treasure Mountain Festival, to be held on September 14-17 , 2023.

The 2023 Food Committee is 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 our hope is to grow that community! We are seeking new and unique vendors to add to our festival and encourage all to apply.

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 1st , 2023.** Please email completed application to tmffood23@gmail.com or mail application to the following.

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

Please try to get those in as soon as you can to reserve space. After your application has been received, the festival will contact you to inform you of your application status and share more details. We are excited to have you join our festival and can't wait for September to get here. If you have questions or concerns at any time please reach out to me via email at tmffood23@gmail.com or call (304)-668-9966.

Sincerely,

Elizabeth Scott
TMF Food Committee Chairperson

IMPORTANT FOOD VENDOR INFORMATION

- **2023 Updates** - 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 2023 season.

- **Food Vendor Applications** - All food vendor applications must be received on or before June 1st, 2023. 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.

- **Please do not send money with your application.** Your application will be reviewed by the committee as soon as it is received and you will be invoiced immediately after being approved. All monies must be paid in full by June 30th, 2023.

- **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 \$350.00.

- **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 \$60 and we must have a copy of your permit to keep on file by August 15, 2023. A copy of the application for permit is being sent with your application. 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.

- **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 BE DISPOSED OF PROPERLY AND 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

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 \$350.00 # of Spaces required _____ Total \$ _____

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

Total Fee \$ _____ (PLEASE DO NOT ENCLOSE FEE WITH APPLICATION, YOU WILL BE INVOICED AS SOON AS APPROVED)

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 _____

Committee Use Only

Vendor # _____ Location _____