



# 2024 Almost Heaven BBQ Bash

June 13 - 15, 2024

**Downtown  
Buckhannon, WV**

PO Box 2054      Buckhannon, WV 26201  
Toll Free: 866 / 710-7600

E-mail: [almostheavenbbqbash@gmail.com](mailto:almostheavenbbqbash@gmail.com)

Website: [www.almostheavenbbqbash.com](http://www.almostheavenbbqbash.com)

Dear Prospective BBQ Bash Vendor:

With the HUGE success of this year's BBQ Bash in our downtown Buckhannon location, we're excited to begin early preparations for the 2024 event – same great location, but we're officially adding the Thursday evening (June 13<sup>th</sup>) opening as we did this year with more activities, entertainment, and heavier promotion for that evening to boost attendance ... and your sales!

To assure all vendors a fair and productive opportunity, we will accept vendors offering a variety of menu items suitable for everyone avoiding duplicate items as much as possible. **A limited number of vendors will be permitted to sell BBQ meat items to assure a consistently high standard of quality for attendees. Other food vendors are prohibited from vending any BBQ food items unless prior permission has been granted. If you have questions, please contact us "prior" to submitting your application.**

We look forward to great weather and lots of hungry attendees so everyone enjoys a fun and profitable event. This event is vigorously promoted via extensive social media, tv, radio, newspaper & magazine ads, distribution of 10,000+ event rack cards distributed in all WV and neighboring Welcome Centers, Tourist Stops, area businesses, restaurants, hotels, and provided in mailings to potential visitors & groups, and other general event promotions.

We hope you will join us for this exciting, one of a kind, and LARGEST BBQ event in West Virginia. We're offering the first option for vending space to our 2023 vendors before seeking or accepting others. For the first time in 8 yrs., we've increased the basic booth fee to \$300, BUT that includes the Thursday evening selling time and NO fee for additional space. For consideration of a vending spot, the following items **MUST be received no later than March 1, 2024**, to allow time to secure other vendors if needed.

- ~ Completed and signed "BBQ Bash Food Vendor Application"
- ~ Signed "BBQ Bash Food Vendor Agreement" AND signed "Waiver of Liability" box at the bottom of the page (both must be signed)
- ~ List of ALL proposed menu items – if you wish to add items after submitting your list, you must receive approval.
- ~ At least 1-2 photographs of your rig / booth set-up (2022 vendors do not need to submit these, unless your set-up has changed)
- ~ Copy of your current Business License.
- ~ Insurance Certificates with \$1 Million liability listing Almost Heaven BBQ Bash, Inc., PO Box 2054, Buckhannon, WV 26201 AND City of Buckhannon, 70 East Main Street, Buckhannon, WV as additional insureds – no exceptions!
- ~ Application / booth fee - \$300.00 - PLUS \$55.00 Upshur Co. Health Dept. permit fee (unless you have a current permit)
- ~ Applicable fee(s) for upgraded electric or extra space, if needed

**\*\*\* NOTE:** IF you have a WV Health Permit from another WV county that covers food truck operations (no tents), you may be exempt from purchasing an Upshur Co. permit as the State of WV has a reciprocal agreement with all WV counties. If you have any questions on this, please contact Chris Garrett, Upshur Co. Health Dept. (304 / 472-2810) to confirm. Upshur County Health Dept. Inspector will issue permits during his on-site inspection Thursday afternoon..

NOTE: If you have a current Upshur County or WV State Health Dept. permit, we need a copy of this with your application.

Checks should be made payable to and all documents mailed to:

Almost Heaven BBQ Bash  
PO Box 2054  
Buckhannon, WV 26201

Thank you for your interest in participating in our upcoming Almost Heaven BBQ Bash ... we will notify you of your acceptance / denial as soon as we receive and review the above documentation. We look forward to having you join us for this exciting family event!



# 2024 Almost Heaven BBQ Bash, Inc.

Buckhannon, WV

## BBQ Bash Food Vendor Application

Name of Operation: \_\_\_\_\_

Name of Owner/Operator: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Best Contact Phone Number: \_\_\_\_\_

Alternate Contact Number: \_\_\_\_\_

On-Site/Event Contact Name: \_\_\_\_\_

**EXACT Booth Size Needed:** \_\_\_\_\_ **Trailer or Stand?:** \_\_\_\_\_

Any special needs: \_\_\_\_\_

Items for sale: \_\_\_\_\_

**\*\*\* Reminder: Applications without the following information, fees & documents will NOT be accepted.**

	<b><u>REQUIRED BBQ Bash Food Vendor Documents</u></b>	<b><u>FEE</u></b>
1	Completed / signed "BBQ Bash Food Vendor Application" (this form)	n/a
2	Signed "BBQ Bash Food Vendor Agreement" and "Waiver of Liability" – both must be signed	n/a
3	List of items you wish to sell <i>(we will do our best to avoid duplicate products)</i>	n/a
4	1-2 current photos of your vending set-up *** NOT req'd IF you were a 2023 BBQ Bash vendor, unless it has changed	n/a
5	Copy of your current Business License	n/a
6	Insurance Certificates (\$1 Million minimum Coverage) identifying Almost Heaven BBQ Bash AND City of Buckhannon as "additional insureds" <i>(address for each entity is listed above in cover letter)</i>	n/a
7	Vendor booth fee (covers Thursday evening, Friday & Saturday – 20 x 20 space with 15-20 AMP electric service)	<b>\$300</b>
8	Upshur County Health Dept. Permit Application @ \$55 (OR a copy of your current Upshur Co. or WV Health Dept. permit)	\$ _____
9	** Optional: additional power: 30 AMP @ \$30	\$ _____
10	** Optional: additional power: 50 AMP @ \$50	\$ _____
11	** Optional: additional space: 20 x 40 @ \$50      ** NO CHARGE THIS YEAR **	FREE
	<b>Date Submitted:</b> _____ <b>Check #:</b> _____ <b>Total Fees Submitted:</b>	<b>\$ _____</b>

Food Vendor/Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\* 2024 BBQ Bash Food Vendor Agreement \*\*\***

- Vendor Space:** Vendors must provide dimensions of their space requirements, and fit in requested space. We will do our best to place food vendors in high traffic areas based on your space, electrical, and other needs.
- Health Permits:** Vendors preparing food "on site" must complete an Upshur County Health Dept. permit application **and return to us BY March 1, 2024**, along with the required \$50.00 fee payable to Almost Heaven BBQ Bash. We will submit all applications to the Health Dept., with the appropriate fees, and your permit will be issued during your site pre-opening inspection Friday morning. *\*\* If you are already registered with the Upshur County Health Dept., we will need a copy of your permit for our files. A copy of the permit must also be prominently displayed at your site during the event.*
- Insurance:** All food vendors, regardless of your products, must provide a copy of your general liability insurance certificate identifying the Almost Heaven BBQ Bash, Inc., PO Box 2054, Buckhannon, WV 26201, and the City of Buckhannon, 70 East Main Street, Buckhannon, WV 26201 as additional insureds for a minimum of \$1 Million Dollars coverage – **NO EXCEPTIONS!**
- Set-Up / Operating Hours:** As we did this year, we'll assign set-up times for all food vendors beginning at 9:00 AM on Thursday, June 13<sup>th</sup>, with Health Inspections / permits issued in the early afternoon, so you can open for business by 4:00 PM.
- Visible Pricing:** To expedite ordering and customer service, a priced menu should be visibly posted for the public.
- Grease, Oil, Trash, Gray Water:** Designated receptacles for each of these items will be located in the food vendor area. *Disposing of these in any other manner is strictly prohibited. Any vendor failing to completely clean their vending area by disposing of ALL trash and other materials in the proper containers will NOT be invited to future events.*
- Vendor Fees:** \$300.00 for Thursday, Friday, & Saturday, PLUS \$50.000 Health Dept. permit fee, and other applicable fees.
- Relationship to Vendor:** Vendors are independent contractors and not considered as an agent, employee, or representative of the Almost Heaven BBQ Bash, Inc. in any way whatsoever. Almost Heaven BBQ Bash assumes no responsibility for any property of any vendor.
- NSF Fees:** There will be a \$35.00 charge for returned checks from the vendor's bank for non-payment.
- Space Assignment:** The Almost Heaven BBQ Bash committee will make every effort to provide the best space to each vendor based on your space/power requirements, and any other requirements. Vendors will NOT attempt to provide samples or sell to customers beyond their assigned vending space. PLEASE be courteous to fellow vendors.
- Departure:** Vending sites must be completely cleaned and vendors must vacate the venue by 10 AM Sunday, June 16<sup>th</sup>.

**Signing below affirms that I have read and will adhere to all of the above regulations. I also understand that failure to comply with any of these regulations may result in my eviction from the event with NO refund of any fees paid.**

**Vendor Operation Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**WAIVER OF LIABILITY:** In acceptance of this entry, the undersigned, intending to be legally bound for myself, my heirs, employees, guests, executors and administrators, agree to indemnify, defend, & hold harmless the officers, directors, employees, representatives & event volunteers of the Almost Heaven BBQ Bash, Inc., KCBS, and City of Buckhannon from and against any & all claims, damages, losses, liabilities, & costs (including without limitation reasonable attorney's fees, expert witnesses, & litigation costs) related in any manner, directly, or indirectly, in whole or in part to: a) any act or omission of vendor, its employees, agents, guests, invitees, licensees, visitors, consultants, or contractors, b) any failure to perform according to the negotiated terms of this agreement, c) any accident involving injury to any person or property occurring or other circumstances existing on or about the premises at any time during this event due to any cause whatsoever, provided, however, that this assumption of risk, waiver, release, & discharge shall not apply to exempt anyone for his/her own fraud, or willful injury to the person or property of another, or violations of law, whether willful or negligent. I/we also grant full permission to the Almost Heaven BBQ Bash, Inc. to use any photographs, video tapes, motion pictures, recordings and any other record of this event for any legitimate purpose. I agree to the terms of this Waiver of Liability, and will abide by the rules of the event and all KCBS rules. Acceptance of all entries is based on a first come basis, however, Almost Heaven BBQ Bash, Inc. reserves the final right of refusal to any and all teams. There is no "Rain Day" schedule for this event, and if required, the event may be cancelled in whole or in part by Almost Heaven BBQ Bash, Inc., with no cash refunds, however we will provide free entry to the following year's event to fully paid, registered teams in the event of an unforeseen cancellation. I have read & agree to adhere to all the rules and regulations of the KCBS and Almost Heaven BBQ Bash, Inc. and understand that failure to adhere to these may be cause for immediate, non-negotiable expulsion from the event with no refund.

**Food Vendor/Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_