MID-OHIO VALLEY MULTI-CULTURAL FESTIVAL

**2018 RULES & REGULATIONS FOR FOOD VENDORS**

**Event Location. Dates and Hours:**

* Location is Parkersburg City Park, 1920 Park Ave. Parkersburg, WV 26102
* Dates are June 15-17, 2018
* Vendor trailer/stand must be open during the scheduled Festival hours: Friday 6:00 PM to10:00PM, Saturday 11:00 AM to 10:00 PM, Sunday 12:00 Noon to 6:00 PM
* Rain or Shine – MOVMCF will determine closures due to Inclement weather

 **Exhibit Space and Fees**:

* Vendor fee is: $\_\_\_\_\_\_\_\_
* All spaces will be assigned at the discretion of the MOVMCF Committee. No spaces may be sublet or exchanged.
* If selected to participate, vendor will be sent a request for payment. If payment is not submitted by deadline, a fee of $20 will be assessed, participation will be based on space permitting.
* No refund will be given to vendors who cancel.

**Guidelines:**

* New vendors must provide a photo of items to be sold and a photo of their trailer/stand. MOVMCF Committee must approve your participation in the Festival. Registration fee paid by a vendor who is not approved will be refunded.
* This is a family event. Items offered for sale should be respectful of all cultures and people. The Festival Committee reserves the right to restrict displays which, because of noise, methods of operation, materials or for any reason, become objectionable, and to prohibit or remove any displays which, in the opinion of the Festival Committee, detract from the general character of the Festival.
* Vendors may decorate your space to represent your nationality or culture. Any music played at your location must not interfere with on-stage performances and must be approved by the Festival committee
* Pepsi-Cola is an official sponsor and beverage of the Festival. Only Pepsi products may be sold, including bottled water.
* Vendor must provide a list of items to be sold. All prices must be posted outside or at the window of the stand/trailer.
* Ice may be purchased from the Festival Committee at $5.00 per 22-lb. bag.
* Locations, procedures, guidelines, and fees are not guaranteed for future festivals.

**Set-up and Times:**

* This is an outdoor event and sometimes it rains, so be prepared.
* Vendors must check-in with the Festival Committee at the vendor check-in tent.
* Vendor set-up is the sole responsibility of the exhibitor/vendor.
* Electricity is available at no extra fee. Food Vendors must provide their own electrical cords and must be approved by the City Electricians at the time of hook-up with a 100-ft. minimum.
* Water hose must be NSF approved for food service and is the responsibility of the concessionaire. No white camper hoses will be permitted.
* Supply trucks must be parked in designated parking areas assigned by Festival Committee.
* Set-up may begin Thursday prior to the event from 9:00AM - 6:00PM and be completed by noon on Friday of the event.
* You must be ready for business by Friday of the event at 6:00PM.
* ALL VEHICLES MUST BE REMOVED FROM THE FESTIVAL AREA BY 5:00PM on Friday.

**Take-down and Times:**

* No vendor trailer/stand may be dismantled or removed before Sunday 7:00PM on the weekend of the event.
* VEHICLES ARE NOT PERMITTED ON FESTIVAL GROUNDS UNTIL LAST STAGE ACT HAS FINISHED PERFORMING. This has been a problem in the past and will be strictly enforces for the safety of the vendors and festival attendees.
* All stands and supplies must be removed from the site by 8:00 AM on Monday after the event.

**Security:**

* The Festival provides security after festival hours; however, the Festival assumes no liability for exhibitor’s/vendor's property at any time before, during or after the Festival.

**Taxes, Health Dept. Regulations, and Insurance**:

* Vendors are responsible for consumer sales tax to the West Virginia Tax Commission.
* Any sales tax collections and remittances are the sole responsibility of the vendor.
* The Wood County Health Dept. will inspect all concessions units. All units should be available for inspection Friday afternoon. You must display a current Wood County Health Department inspection certificate, maintain a clean area, and have a fire extinguisher in your booth. There is an additional fee collected by the Health Dept. Call 304/485-1416 for more information. Vendors may provide their own stand, provided it meets the prescribed health standards.
* Vendors are responsible for their own general liability and product liability insurance.
* Proof of liability insurance must be submitted with the application. Vendors must provide proof of insurance in the minimum amount of one million dollars ($1,000,000.00). Certification of insurance naming the Mid-Ohio Valley Multi-Cultural Festival, Inc. “AND” The City of Parkersburg as additional named insured for this event must be provided. MAKE SURE YOU HAVE BOTH LISTED, IF NOT, CERTIFICATE WILL HAVE TO BE REISSUED.

By submitting your application for consideration to the MOVMCF, you are agreeing to these Rules & Regulations.

IF YOU ARE SELECTED FOR PARTICIPATION IN THE EVENT, YOU WILL BE NOTIFIED AT WHICH POINT, YOU WILL SUBMIT PAYMENT AND INSURANCE DOCUMENTATION.

Questions? Email: MOVMCF@gmail.com or Call: (304)482-7790









