

**MID-OHIO VALLEY MULTI-CULTURAL FESTIVAL**  
**2019 RULES & REGULATIONS FOR FOOD VENDORS**

**Event Location, Dates and Hours:**

- Location is Parkersburg City Park, 1920 Park Ave. Parkersburg, WV 26102
- Dates are June 21-23, 2019
- Vendor trailer/stand must be open during the scheduled Festival hours: Fri. 6PM-10PM, Sat. 11AM-10PM, Sun. 12PM-6PM

**Exhibit Space and Fees:**

- Food Vendor fee is: \$325.00
- All spaces will be assigned at the discretion of the MOVCMCF 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 food vendors must provide a photo of items to be sold and a photo of their trailer/stand. MOVCMCF 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 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, detract from the general character of the Festival.
- Food 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.
- Food 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.
- Food vendors must check-in with the Festival Committee at the vendor check-in tent.
- Food 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 food vendor. 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.

**Tear-down and Times:**

- No food vendor trailer/stand may be dismantled or removed before Sunday 6:00PM 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 enforced 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:**

- Food 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.
- Food vendors are responsible for their own general liability and product liability insurance.
- If selected to participate, food vendors will be required to 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.

PLEASE COMPLETE THE APPLICATION: <http://www.movmcf.org/participate.html>

SUBMITTING AN APPLICATION DOES NOT GUARANTEE YOU WILL BE SELECTED AS A VENDOR. IF YOU ARE SELECTED FOR PARTICIPATION IN THE EVENT, YOU WILL BE NOTIFIED AT WHICH POINT, YOU WILL BE REQUIRED TO SUBMIT PAYMENT AND INSURANCE DOCUMENTATION.

Questions? Email: [MOVCMCF@gmail.com](mailto:MOVCMCF@gmail.com) or Call: (304)482-7790