**2022 MOVMCF Food Vendor Application**

\* Required

Read through all the rules and regulations and then complete the application at the end of this document.

**Email completed application and any required images and email to** **MOVMCF@gmail.com** **.**

Submitting an application DOES NOT guarantee you will be a festival vendor. If you are selected, you will be notified and provided instructions on how to submit payment.

Questions? Email: MOVMCF@gmail.com or Call: 740-350-2226

**Event Location, Dates, and Hours:**

Location is Parkersburg City Park, 1920 Park Ave. Parkersburg, WV 26102

Dates are June 17-19, 2022

Your exhibit must be open during the scheduled Festival hours:

Fri 6 - 10pm, Sat 11am - 10pm, Sun Noon - 4 pm

**Exhibit Space and Fees:**

Food Vendor fee is: $325.00

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 food 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 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. Price/size unavailable at this time.

Locations, procedures, guidelines, and fees are not guaranteed for future festivals.

**Set-up Access and Times:**

This is an outdoor event and sometimes it rains, so be prepared.

Food vendors must check-in 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 5:00PM.

ALL VEHICLES MUST BE REMOVED FROM THE FESTIVAL AREA BY 4:00PM on Friday.

**Tear-down and Times:**

No food vendor trailer/stand may be dismantled or removed before Sunday 4:00PM 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 MUST BE REISSUED.

**MOVMCF Food Vendor Application 2022**

\*Denotes required information

If selected, you accept the rules and regulations set forth by the Mid-Ohio Valley Mutli-Cultural Festival, Inc. You agree to indemnify and hold MOVMCF, its members, directors, officers, volunteers or agents harmless from any and all claims, demands, judgements, losses, and expenses, including reasonable attorney's fees which may occur, arising out of any alleged act or alleged failure to act on my part arising in any manner from my participation in the Mid-Ohio Valley Multi-Cultural Festival whether caused by negligence of those released or not, while in or upon the City Park of Parkersburg, WV, for the purpose of participating in the event. **\***

Agree

**Business/Vendor Name: \***

**Email Address: \***

**Provide the name and description of your business. (This will be listed on distributed festival information.) \***

**Website if applicable:**

**Mailing Address: \***

**Contact Person #1: \***

**E-mail address: \***

**Phone Number: \***

**Contact Person #2:**

**E-mail address:**

**Phone Number:**

**List all food items you wish to sell. \***

**These items will be subject to approval by the Festival Board.**

**Outside dimensions of trailer/stand including tongues, tanks, awnings, etc. \***

**Electrical Service Required: \***

*Mark only one.*

 110 Volts

 210 Volts

 None Required

**Type of Unit:**

**Amps Required:**

**Number of Circuits:**

**Did you participate in the 2019 festival?** **\*** *Mark only one.*

Yes

No

**If you DID NOT participate as a food vendor in the 2019 festival you must email a photo(s) of your trailer/stand to movmcf@gmail.com.**

**Additional comments:**

Questions? Email: MOVMCF@gmail.com or Call: 740-350-2226

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