



Food Vendor Application  
Haddad Riverfront Park, Charleston, WV

## West Virginia Statewide Independent Living Council

Presents

1<sup>st</sup> Annual Freedom Car Show  
Haddad Riverfront Park  
600 Kanawha Blvd, Charleston WV  
11:00am – 10:00pm Saturday,  
October 14<sup>th</sup>, 2023

Dear Potential Car Show Food Vendor:

The first annual Freedom Car Show will feature vehicles that have been modified with adaptive equipment to help people with disabilities be mobile. You can expect to see vehicle related vendors, first responders, food vendors, live music, and of course – trophies! Come and see cars that have been modified in ways you've never seen before.

Although the freedom car show is featuring vehicles with accessible equipment, we want all car, truck, and bike enthusiasts to join us. If its unique or unusual we want to see it. All years, makes, and models welcome!

Please complete the attached application paperwork and return it to us before September 30<sup>th</sup>, 2023 so we can reserve your spot at this year's Freedom Car Show. Due to space constraints, the number of food vendors will be limited, so return your application early to reserve your space.

This is an all-day event, and food vendors will be expected to be set up and ready to serve by 11:00am on Saturday. You must have City of Charleston 2023 Vendor Permit for proof of good standing. If you do not, please contact the city of Charleston at [vendorquestions@cityofcharleston.com](mailto:vendorquestions@cityofcharleston.com).

If you have any questions, please call the West Virginia Statewide Independent Living Council at 304-766-4624, e-mail us at [wvsilc@wvsilc.org](mailto:wvsilc@wvsilc.org), or contact the city of Charleston at [vendorquestions@cityofcharleston.com](mailto:vendorquestions@cityofcharleston.com).

Sincerely,

Jerry Boyko,  
Executive Director, WVSILC



**BEVERAGE POLICY:** Food vendors may sell non-alcoholic beverages from their booth. **No alcoholic beverages will be sold from your booth at any time.**

**INSURANCE REQUIREMENTS:** All participating food vendors must have \$1,000,000 of liability insurance. In addition, all participants must provide us with any policy changes if necessary.

**HEALTH PERMITS:** All participating food vendors must provide a copy of their Kanawha/Charleston Health Department food permit certificate. Food vendors must follow all guidelines that ensure food safety in your booth/vending area.

**GREASE/TRASH:** Food vendors must provide ground cover inside their booth and cooking area for the absorption of grease. No food vendor will be permitted to open for business if the ground cover is not in place. No grease or gray water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event and your deposit will be forfeited.

**TRASH:** Vendors are responsible for properly bagging trash within their sales location. The city clean-up crew will collect properly bagged trash from your space.

**WATER/ICE:** Water and ice are not accessible. Food safety and cleanliness must be a priority for your customers.

**CITY COLLECTOR'S OFFICE:** All vendor applications will be reviewed for compliance by the City Collector's office.

**VEHICLES:** Vehicles are not to be parked on the boulevard or sidewalk. Vehicles may be parked on side streets or parking garages and are **NOT** permitted to re-enter the boulevard until after the event is shut down.

**WHAT WE PROVIDE:** The City of Charleston has certified electricians who will connect each vendor to the electrical system. All vendors must be following the NFPA 70 National Electric Code guidelines. **NO EXCEPTIONS.** In the event of a power outage, the City of Charleston is not responsible for food spoilage.

**CHARLESTON FIRE DEPARTMENT:** The attached Charleston Fire Department requirements must be followed.

**PAYMENT:** If you are selected as a food vendor, you will be contacted by the WVSILC Car Show Committee. The cost for a vendor space is \$150.00.

**REFUND POLICY:** No refunds.



**Food Vendor Application**  
 Haddad Riverfront Park, Charleston, WV

Business Name		
Contact Name		
Mailing Address		
Phone		
Best number to reach you during the car show		
Email		
Have you participated in previous car shows? If yes, how many?		<input type="checkbox"/> Yes <input type="checkbox"/> No
List previous food vending experience?		
Do you have specific appliance electrical requirements (voltage and amperage)?		
Do you have a Kanawha-Charleston Health Department Certification? <i>Please attach a copy to this form?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to be set up and ready to go by 11:00am?		<input type="checkbox"/> Yes <input type="checkbox"/> No
What amount of space will your booth/tent require? Each space is in 10 ft. x 10 ft. increments.  <i>Please note: You will only be allotted the amount of space you list; measure carefully.</i>		
Because of weather, crowd size may vary. How many customers can be served per hour?		
Please attach a copy of your proposed menu, including pricing, to your application.		
Enclose a photo of your food truck/food booth or email a digital copy to <a href="mailto:wvsilc@wvsilc.org">wvsilc@wvsilc.org</a> .		



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Haddad Riverfront Park, Charleston, WV

Make checks payable to: **WVSILC**  
**PO Box 625**  
**Institute, WV 25112**

Authorized Vendor Signature	
Title	
Printed Vendor Signature	
Date	
Business Name	

**APPLICATION IS NOT COMPLETE WITHOUT:**

- Signed and completed application
- Photo of booth set up or truck with dimensions
- Liability Insurance certificate
- Proposed menu with pricing
- Health Department certificate
- City of Charleston 2023 Vendor Permit

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED

Office use: Date Received _____ Paid \$ _____ Booth # _____
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