



## Strasburg Mayfest 2024 Food Vendor Rules & Regulations

**1. Contracts** - All contracts must be signed and returned NO LATER than April 1, 2024. Failure to return contracts prior to the deadline may cause loss of right to the allocated space. Please submit payment with the signed contract by the above date. All vendor space is subject to availability and approval. Decisions to approve vendor space shall be at the sole discretion of the Mayfest Committee. All applications will receive due consideration. The application does not automatically reserve space. You will receive an email with an acceptance or decline within 10 days after application is received.

**2. Cancellation Policy** - Any cancellation prior to April 15<sup>th</sup>, for good reason, may receive a full refund at the discretion of the Board of Directors.

- Any cancellation between April 16<sup>th</sup> and April 30<sup>th</sup>, for good reason, may receive a refund of one half the fees at the discretion of the Board of Directors.
- Any cancellation after April 30<sup>th</sup> will forfeit payment.

**3. Insurance and Permits** - All food concessionaires must provide a Certificate of Insurance/Liability (showing Commercial General Liability Insurance, including Products Liability) with the application and fees. The certificate of liability insurance must name the Shenandoah County Chamber of Commerce and Town of Strasburg, as additional insured in the amount of \$1,000,000.

**Temporary Food Permit** applications must be filed with the Shenandoah County Health Department **thirty (30) days prior to the event. MUST HAVE A CERTIFIED FOOD PROTECTION MANAGER (CFPM CERTIFIED).** Health Dept number is 540-459-3733.

**4. Set Up** - All food vendors must be set up no later than 12 Noon on Friday, May 10, 2024 and Open for business no later than 5pm that day. Should your situation prevent you from setting up during this time, please contact Sharon Baroncelli to arrange for your set-up. **All Vendors are expected to be open for business until 9pm on Friday and from 10am – 9pm on Saturday, May 11, 2024.**

**5. Tear Down -**

**ALL DISPLAYS AND EQUIPMENT WILL BE REMOVED FROM THE GROUNDS BY 11:00 PM ON SATURDAY, MAY 11, 2024. NO EXCEPTIONS \*\*\*PLEASE INITIAL HERE**

**6. Security** - The Chamber and Town of Strasburg agree to provide reasonable security service during the period of the Mayfest but shall assume no responsibility for any loss or damage whatsoever. Small articles easily removed, or particularly fragile articles or displays should be put away for safekeeping by the Exhibitor upon closing each night.

**7. Business Hours – Food Vendors/ Concessionaires** - The Strasburg Mayfest Committee expects that all concessionaires will be open for business as many hours as possible. We recommend that you plan to staff your space, from 12pm – 9pm on Friday and 10am – 9pm on Saturday.

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**8. Use of Space** - All displays must be in compliance with local/state laws. The orderly flow of traffic, in the vicinity of a rented space, SHALL NOT be disrupted by any exhibitor/vendor or their display, due to excessive noise or any other action that could be injurious or offensive to any festival goer.

**9. Temporary Structures** - All temporary structures including tents must be structurally sound and anchored securely. If you have questions, please contact Sharon Baroncelli with a brief description of your structure including dimensions (height included). As such, all vendors are required to limit their display (including awnings and tent tie-downs) to the confines of the space allotted.

**10. Sub-renting**- Rental space is to be used solely by the person renting the space for the purpose rented and cannot be sub-rented or shared with anyone else.

**11. Weapons** - Knives, firearms, or any similar type weapons (real or replicas I.E., toys closely resembling the real thing) SHALL NOT be displayed for sale or as prizes.

**12. Advertising** - If you are interested in becoming a sponsor for the festival, please contact [director@shenandoahcountychamber.com](mailto:director@shenandoahcountychamber.com) or 540-459-2542 for details.

**14. Electric** - The Strasburg Mayfest Committee will provide standard **110V/20 Amp receptacle** on a first come basis. Exhibitors must provide all electrical extension cords, lights, and all other utilities as required at the Exhibitors expense. All such utilities must comply with local applicable building and safety codes. Please contact Sharon Baroncelli for info about electrical service provided at your vendor space. Please note that additional fees may be incurred for special electrical needs.

**Rate for Mayfest electric.**

\_\_\_\_ 110 volt 20 amp service (\$25.00/day) \_\_\_\_ 110 volt 30 amp service (\$50.00/day) \_\_\_\_ 110 volt 50 amp service ( \$75.00/day)

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**17. Accidents** - The Shenandoah County Chamber of Commerce and the Town of Strasburg assume no responsibility for accidents to any such person, property, loss or damage incurred by an Exhibitor/Vendor. All accidents must be reported to the Strasburg Police Department.

**18. Refuse/Recycling** - The exhibitor/vendor is responsible for keeping their area clean during Festival hours, as well as cleaning up at the end of the festival. All displays should be neat and clean in appearance. Refuse must be deposited in proper receptacles.

**19. Returned Checks** - There will be a \$50.00 fee for any returned checks.

**20. Pets - Small** pets are permitted at the festival.

**21. Alcohol and Drugs** - Beer, wine, liquor, and non-alcoholic beer are not permitted to be sold or brought into the festival (**excluding the Mayfest Music Stage areas and Pavilion Garden**). Possession or use of drugs will be cause for removal.

**23. Grease and Gray Water Storage** - DO NOT dump any grease or gray water on the ground. At close of the festival please take this with you. Failure to comply could result in forfeiture of invitation to future events.

**24. Professional Behavior** - Being that the festival is a family event, attire may not depict objectionable or obscene language or images. All employees will be appropriately dressed. The use of vulgar language is not permissible. Violation will be the basis for expulsion or forfeiture of invitation to future events. The Chamber and Mayfest Committee retains the right to determine what is objectionable and appropriate.

**25. Vendor Equipment**– Vendor warrants that all equipment used in the course of preparing and selling their products is in good working condition and conforms to all applicable local, county, state and federal laws pertaining to the same. This includes canisters or cylinders of compressed gases, such as propane, helium, etc. A vendor warrants that all gas cylinders have been properly inspected and filled by certified and qualified businesses and individuals. Should there be any questionable situation the Mayfest

Committee reserves the right to close the booth and require an inspection of the equipment in question by a certified individual, company or Fire Marshall at the expense of the vendor.

**26. Propane Tanks** - All propane tanks shall either be secured to a concessions trailer or if placed on the ground, must be outside of the tent/cooking structure and must be secured to a stationary object at least 5 feet from the cooking devices or structure to prevent the tank from tipping or being knocked over. Propane tank hoses and fittings shall be free from leaks and are subject to testing by the Fire Marshall or certified propane tank handler/company. Only rubber hose stamped "approval for LP gas" or rigid black pipe shall be used to transport gas from tank to appliance. Copper piping cannot be used. Propane tanks should have proof of current hydrostatic testing. Propane tanks shall be shut off whenever booths are not in use. All propane cylinders between 4 and 40 pounds must have the new Overfill Protection Device Safety Valves.

**Generators** – No generators will be allowed unless they are quiet.

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**27. Water – Water will not be furnished**

**28. Fire Extinguishers** – Cooking booths shall have a minimum 20 BC rated fire extinguisher. Cooking booths that have deep fryers must also have a "K" rated fire extinguisher. Fire extinguishers shall show proof of inspection within the last 12 months and contain sodium bicarbonate or potassium bicarbonate.

**29. Indemnify and Hold Harmless** - The vendor/concessionaire/exhibitor agrees to hold harmless and indemnify the Shenandoah County Chamber of Commerce and Town of Strasburg from all costs, damages, expenses, liabilities, losses, injunctions, suits, actions, fines, penalties, claims and demands of every kind or nature, including reasonable attorney's fees brought by any person, party or governmental authority whatsoever arising out of a) failure to perform by the indemnifying party b) any accident, injury or damage which occurs due to the willful act of omission or negligence by the indemnifying party c) any matter arising out of the condition, occupation, maintenance, alteration, repair, use or alteration of the property of the indemnifying party d) any matter arising out of the delivery of the product sold or delivered e) or any other matter arising from or related to this agreement.

**30. Payment to Secure Space & Rental Rates** – Payment is required to secure your space.

Food Vendor Per Space Costs Plus Electric, if needed:

**Chamber Member:** \$100.00 per 35' space (plus 10% of total food sales)

**Non-Chamber Member:** \$150.00 per 35' space (plus 10% of total food sales)

The Shenandoah County Chamber of Commerce reserves the right to amend/append these rules and regulations at any time, without prior notice.

**Failure to adhere to these Rules and Regulations could result in the forfeiture of the rental space and rental fee for the current Festival, as well as any consideration for future events.**

**\*\*ALL SALES NEED TO BE REPORTED TO Sharon Baroncelli, director@shenandoahcountycommerce.com AT THE END OF THE FESTIVAL\*\*\* THIS WILL BE STRICTLY ENFORCED!!**

I hereby understand and agree to the terms listed above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Sign and return a copy of these Rules with your **Agreement, Insurance and Payment.**

Please initial pages 1-3 and complete this page. **\*\*PLEASE MAKE SURE YOUR CERTIFICATE OF INSURANCE LISTING THE SHENANDOAH COUNTY CHAMBER OF COMMERCE AND TOWN OF**

**STRASBURG, VA AS ADDITIONAL INSURED IS INCLUDED WITH THIS PAPERWORK WHEN  
RETURNED TO Sharon Baroncelli, [director@shenandoahcountychamber.com](mailto:director@shenandoahcountychamber.com) \*\***