



2016 FOOD VENDOR APPLICATION/MENU FORM

Contact Person:	Business Name:
Address:	
Work:	Mobile:
Email Address:	

All food vendors must comply with all regulations of Kanawha-Charleston Health Department in the state of West Virginia. Health inspections will be conducted on site event day by the Kanawha-Charleston Health Department. Food vendors must provide all equipment for safety and health standards as required local and state government.

The vendor base fee is \$50. Please make check payable to KCHA and return with application. Mark check as VENDOR - WOOFSTOCK & WIENERS. Contact event manager before remitting application and check, (304) 541-5533 or libbyballard2015@yahoo.com.

Hours and Setup Times:

Vendors for Woofstock & Wieners are required to be set up and ready to sell by 10:00 am. Please move all vehicles from the event area after unloading.

FOOD VENDOR QUESTIONS

Have you been a food vendor in Kanawha and/or surrounding counties before? Yes__ No__ Year(s)___

List all equipment if any requiring electricity and watts needed: _____

Will you be using any type of flame in your booth? (i.e. gas, propane, etc?) Yes__ No__

If yes, explain _____

Provide below a detailed description of your booth and merchandise. Vendor supplies all necessary electrical extension cords, and your own trailer or tent as described below.

Tent _____	Length:	Height:	Width:
Trailer _____	Length (including tongue):	Height:	Width:

*Towing vehicles must be parked away from sales area.

Continued on next page.

Tell us what you're selling! Please describe, in detail, all menu items including the price. Keep in mind this is a family friendly event, accommodate children whenever possible. A vegan option is desired. Event manager has the right to disallow individual menu items; all menu substitutions must be cleared through the event coordinator.

Libby Ballard, Event Manager
 (304) 541-5533
 libbyballard2015@yahoo.com

Attach additional sheet if needed.

Menu Item	Price	Description

Upon acceptance you will receive a contract and booth assignment. You will apply for booth space each year and previous participation is not a guarantee of acceptance into this year's event/s. Please send a check for payment. If not accepted your check will be returned.

I have read and filled out all areas of this form that are needed for my participation in KCHA event/s. I accept the event manager's decision as final and agree that the manager had the right to remove any vendor from the grounds with all fees forfeited for any violation of the rules or regulations.

Vendor Signature _____

Date _____

KCHA Signature _____

Date _____

Mail completed application and check to:

Jessie Shafer, Director of Development
 Kanawha-Charleston Humane Association
 1248 Greenbrier Street
 Charleston, W. Va. 25311