



## Food Vendor Application

July 15, 2017 ♦ 2 PM – 8 PM  
Dillon’s Woods, Purcellville, Virginia

Business Name \_\_\_\_\_ Primary Contact \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ FAX \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_

Please list the menu items you wish to sell at the festival including price (use separate paper if necessary). IF YOU DID NOT PARTICIPATE IN the Purcellville Wine & Festival last year, please include one (1) photograph of your booth/setup.

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**10’ x 10’ Space is \$150 – no electricity is available – payment must accompany application – cash or check only – credit card payment NOT accepted by Town of Purcellville. Returned Check Fee is \$50.00. Limited space available - Applications will be processed as received. Deadline is June 16 OR when available spaces are filled.**

Payment enclosed for: \_\_\_\_ Space(s) at \$150      Amount Enclosed: \$ \_\_\_\_\_      Check # \_\_\_\_\_

### AUTHORIZATION AND INDEMNIFICATION

The individual signing below verifies that he/she is legally authorized to bind and act on behalf of the participating Exhibitor. The Exhibitor, including all of its employees, agents, and other representatives, hereby agrees to held harmless and to indemnify, defend and protect the Town of Purcellville and its Council Members, employees, agents, volunteer and other representatives against any and all claims, losses, damages and liabilities whatsoever to persons or property incurred as a result of the actions of the participating Exhibitor, including, but not limited to, the Exhibitor’s installation, removal, maintenance, occupancy and/or use of the exhibition premises or any part thereof, at the Purcellville Wine and Food Festival. Exhibitor agrees that any damage to the property of the Town of Purcellville, including, but not limited to the Town of Purcellville, and any related equipment or property, due to the actions of the Exhibitor will result in a financial obligation of the Exhibitor to the Town of Purcellville to replace, repair or otherwise correct such damage. I agree all representatives acting on the exhibitor’s behalf for any matter pertaining to the Purcellville Wine & Food Festival will be subject to all rules herein as well as any subsequent rules provided to the Exhibitor’s representatives prior to and/or during the Purcellville Wine and Food Festival.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_



## Food Vendor Terms & Conditions

### EVENT OVERVIEW

The mission of the Purcellville Wine & Food Festival is to highlight local and regional wineries, restaurants and businesses. The Town of Purcellville affords equal opportunity to all existing and prospective Exhibitors without regard to race, color, sex, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status, national origin or other criteria protected by law.

The Town of Purcellville reserves the right to limit the number of participants and to decline a space to any applicant whose activity and/or exhibit is not consistent with the purpose of the Purcellville Wine & Food Festival.

### Assignments, Load-In and Load-Out

Booth spaces are 10' x 10' unless otherwise agreed upon and the exact location will be available at Check-In.

Check-In: Friday, July 14, 2017 from 2:00 PM – 6:00 PM  
Saturday, July 15, 2017 from 8:00 AM – 11:00 AM – YOU MUST check in by 11:00 AM

Load-In: Friday, July 14,, 2017 from 2:00 PM – 6:00 PM  
Saturday, July 15, 2017 from 8:00 AM – 12:00 Noon – YOU MUST be setup AND vehicles removed by 12:00 Noon

Load-Out ALL tents, equipment and vehicles must be removed by 9:00 PM, Saturday, July 2017 UNLESS other arrangements have been approved by the Town of Purcellville/Festival management.

**Electricity** is not provided or available.

### Food Vendor Responsibilities

- a. Attach a menu of items you wish to sell including prices.
- b. Food Safety requirements of the Loudoun County Department of Health Food Safety must be observed at all times. For an application and information please visit: [www.loudoun.gov/DocumentCenter/View/114](http://www.loudoun.gov/DocumentCenter/View/114).
- c. Food vendors are ENCOURAGED to include a "sampling menu" and a "signature" item in their menu offerings.
- d. Vendors must bring their own tents, tables, chairs, etc.
- e. Adherence to all local, state and federal laws whether stated or unstated in this application. This includes but is not limited to permits and taxes.
- f. Responsible for the proper conduct/demeanor of employees, agents and/or volunteers during the festival.
- g. All activity must take place within the designated booth space and includes giveaways, contests, sales, etc.
- h. Booth must remain open during the entire event. Failure to do so may result in exclusion from future events.
- i. Exhibitors are prohibited from using amplification devices.
- j. Signage must not extend beyond the booth space on any side.

### Insurance

All Exhibitors are required to maintain General Liability Insurance. Exhibitors must provide a Certificate of Insurance to the Town of Purcellville including endorsement of the Town of Purcellville and The High Road, Inc. as Additional Insured. The COI must be received on or before June 30, 2017. If you have any questions about this insurance requirement, please contact Hibah Salah, Town of Purcellville Events Manager (540-751-2390 or [hsalah@purcellvilleva.gov](mailto:hsalah@purcellvilleva.gov)) or Bill Collins, Festival Manager (703-923-0800 or [bill@thehighroadinc.com](mailto:bill@thehighroadinc.com)).

### Cancellations & Refunds

The Purcellville Wine & Food Festival is an outdoor, rain or shine, event. All Exhibits and/or displays should be produced subject to weather conditions. There is no rain date and fees are not refundable after June 20, 2017. The Town of Purcellville will fully refund the registration fee if cancellation is received, in writing, on or before June 20, 2017. No refunds will be offered after June 20, 2017 – no exceptions.

**Mail or deliver completed application form and payment to:**  
Purcellville Wine & Food Festival  
Town Hall, 221 South Nursery Ave., Purcellville, VA 20132