**2022 PrideFest 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 contact@parkersburgpride.org.**

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 participate.

Questions? Email: **contact@parkersburgpride.org**

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

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Dates are June 11, 2022

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

Your Stand/Truck should be open during the scheduled PrideFest hours:

By Noon and until 4 pm

**Exhibit Space and Fees:**

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Food Vendor fee is: Donation- Monetary or in kind Door Prize

All spaces will be assigned at the discretion of the PrideFest Committee. No spaces may be sublet or exchanged.

No refund will be given to vendors who cancel.

**Guidelines:**

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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.

This is a family event. Items for sale should be respectful of all cultures and people. The PrideFest 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 event.

Food vendors may decorate your space but sound must not interfere with on-stage performances.

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

**Set-up Access and Times:**

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 Ready by noon. You may start setting up at 9am.

 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.

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 at 9:00AM and be completed by noon.

You must be ready for business by Saturday by noon

**Tear-down and Times:**

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No food vendor trailer/stand may be dismantled or removed before 4:00PM unless told otherwise by PrideFest Organizer due to extreme weather or other unforeseeable issues

**Security:**

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Parkersburg Pride assumes no liability for exhibitor’s/vendor's property at any time before, during or after the Festival.

**Taxes, Health Dept. Regulations, and Insurance:**

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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. may inspect all concessions units. You must display a current Wood County Health Department inspection certificate, maintain a clean area, and have a fire extinguisher in your booth. (There may be a 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 Parkersburg Pride. “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.

**PrideFest Food Vendor Application 2022**

\*Denotes required information

If selected, you accept the rules and regulations set forth by the Parkersburg Pride, Inc. You agree to indemnify and hold Parkersburg Pride, 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 PrideFest 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. **\***

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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. \***

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

Yes

No

**Additional comments:**

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