



Amelia Day Festival Committee

P.O. Box 663, Amelia, Virginia 23002

www.ameliadayfestival.org

www.facebook.com/ameliadayfestival

2024 Amelia Day Festival – Food Vendor Registration

The Amelia Day Festival Committee is excited to announce the **2024 Amelia Day Festival is Saturday, May 11, from 9:30 am to 3:00 pm**. The 39th year of the festival takes place in the historic Courthouse Square and includes food, crafts, fun and live entertainment. Your participation in this special event is needed to ensure all patrons have delicious food and drink options.

All non-profit and for-profit organizations interested in selling food and/or drink items must purchase at least one 12ft x 12ft space. If your setup is larger than 12ft x 12ft, you will need to purchase additional space(s.)

If, on festival day, it is determined that your set-up is larger than 12ft x 12ft, you will be required to purchase additional space(s), if available, at the late registration rate. If additional space(s) is not available, you will be unable to set-up participate. If this occurs, no refunds will be issued. To avoid this situation, measure your set-up and register accordingly.

The price for each 12ft x 12ft space is:

Non-Profit: \$40.00 if application and payment are received by February 29, 2024. If application and/or payment are received after February 29, the price is \$60.00.

For-Profit: \$50.00 if application and payment are received by February 29, 2024. If application and/or payment are received after February 29, the price is \$70.00.

Spaces are allocated by first-come, first-served basis. Special requests for spaces will be honored where available.

There is a mandatory Garbage Disposal Fee of \$10.00 for all food vendors.

A limited amount of electricity will be available for use for an additional fee of \$10.00. Please bring a minimum of 150 feet, heavy duty extension cord. Portable generators may be used, but must be marketed as no or little noise. If your generator produces too much noise and interferes with entertainment, you will be asked to turn it off. Vendors must supply their own setup (i.e., canopy, table and chairs). Bring proper equipment to anchor tents or canopies.

For an additional \$10.00, we offer vendors the opportunity to be highlighted in red in the festival's full-page advertisement in The Amelia Bulletin Monitor and to be highlighted in red on the map signs located on the Courthouse Square.

If you would like to purchase any additional advertising prior to Amelia Day, please contact The Amelia Bulletin Monitor at (804) 561-3655 or contactus@ameliamonitor.com.

On the morning of the festival, set-up time for vendors with trailers is 6:30 am to 8:00 am. and set-up time for vendors without trailers is 8:00 am to 9:00 am. For the safety of all vendors and volunteers, please adhere to your set-up time. All cars must be off the roads near the Courthouse Square no later than 9:00 am. Take down is after 3:00 pm. The streets will re-open to vendors at that time and remain open until 5:00 pm.

THE EVENT IS RAIN OR SHINE! Advance cancellation information will be aired on local TV and/or radio. You may also check our Facebook page on the day of the festival, if in doubt.

NO REFUNDS FOR ANY REASON!

Please complete both the Amelia Day Festival Food Vendor Application and the Virginia Department of Health Application for Temporary Restaurant Permit and return as instructed below:

1. **Amelia Day Festival Food Vendor Application:** Complete and return the application along with payment for the space(s) and fees payable to the Amelia Day Festival Committee, P.O. Box 663, Amelia, VA 23002.
2. **Virginia Department of Health Application for Temporary Restaurant Permit:** Complete and return the application no later than 30 days prior to the festival, to the Health Inspector, P.O. Box 392, Amelia, VA 23002. Fees are not imposed on non-profit organizations. Please direct questions regarding the permit to the Amelia County Health Department at (804) 561-2711.

Please be aware that only items listed on your Application for Temporary Restaurant Permit can be sold on Amelia Day. The Health Inspector will be performing on-site inspections the morning of the festival. A food space is required for the sale of any food and/or drinks.

The vendor application and payment must be received no later than May 3, 2024 – if received after April 26, 2024, we cannot guarantee inclusion on advertising, maps, etc.

Any insurance risk is subject to your own personal insurance coverage, unless you have insurance coverage for your organization. To ensure proper coverage and mitigate any potential risks to you or your organization, please contact your insurance agent.

If you have any questions, please contact Lee Kern, via email to lee.kerna101@icloud.com. We look forward to working with you and your organization.

**Virginia Department of Health
Piedmont Health District
111 South St. 1st. Floor Farmville, VA 23901
434-392-3984**

Amelia Health Dept.
P.O. Box 392
Amelia, VA 23002
804-561-2711

Charlotte Health Dept.
P.O. Box 670
Charlotte Courthouse, VA 23923
434-542-5251

Lunenburg Health Dept.
11387 Courthouse Rd.
Lunenburg, VA 23952
434-696-2346

Prince Edward H.D.
111 South St. Ground Flr.
Farmville, VA 23901
434-392-8187

Buckingham Health Dept.
P.O. Box 198
Buckingham, VA 23921
434-969-4244

Cumberland Health Dept.
P.O. Box 107
Cumberland, VA 23040
804-492-4661

Nottoway Health Dept.
P.O. Box 27
Nottoway, VA 23955
434-645-7595

APPLICATION FOR TEMPORARY RESTAURANT PERMIT

Applications must be submitted a minimum 14 days prior to event to the local Health Department where the event is held.

(PLEASE PRINT OR TYPE)

Date of Application: _____

Name of Organization or Individual: _____

Mailing Address: _____

Representative: _____

Telephone #'s: work _____ home _____ cell _____

Event Name: _____

Event Location: _____

Dates of Operation: _____ Time(s) _____ to _____

Type of Food Facility: _____

(Beverage Wagon, Booth, Tent, Kitchen, etc.)

Effective July 1, 2011, Vendor Fee- \$40 per event to a maximum of \$40 a calendar year must be included with application or include copy of your receipt.

Churches, fraternal, school & social organizations, volunteer fire departments & rescue squads are exempt from the vendor fee.

Water Service _____ Sewage Disposal _____

Solid Waste Disposal _____ Liquid Waste Disposal _____

List all food & beverage items below. (Use separate page for additional information)

Food/Beverage	Source Address	Where Prepared	Methods of Preparation, Serving & Equipment used
Example: Hamburgers Tomatoes & onion	Food Distributor Local Market	On site On site	Cooked to 170°F & held in pan on grill. Washed, sliced & held in cooler.

Hand Washing Methods	Condiments How Served	List All Utensils, How Cleaned, Describe Sanitizer	Refrigeration Type	List All Cooking Equipment
Example: Soap, water, towels	Prepackaged mustard, ketchup, etc.	Tongs, spatula, knife, ice scoop Bleach & water sanitizer	Cooler with ice & thermometer	Electric grill, steam table, deep fat fryer, hot plate

Please call us prior to the event to verify the status of your application & notify us of any changes in your application. (example: additional menu items)

CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension.

Representative's Signature

Date