



Amelia Day Committee

P.O. Box 663, Amelia Court House, Virginia 23002

www.ameliadayfestival.org

2023 Amelia Day Festival Food Vendor Registration Package

Dear Prospective Food Vendor:

The Amelia Day Committee is excited to announce that the **Amelia Day Festival 2023 is Saturday, May 13, from 9:30 am to 3:00 pm**. This is the 38th year of the festival, that takes place in the Courthouse square and include food, crafts, fun and free 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 which applies to your organization. If additional space(s) is not available, you will be unable to set-up and use the space. If this occurs no refunds will be issued. In order to avoid this situation, vendors should measure their set-up prior to the festival and make any adjustments to your registration, if needed.

The price for 12ft x 12ft space is:

Non-Profit: A 12ft x 12ft space is \$40.00 if application/ payment is received by March 31, 2023. If your application/ payment is sent after March 31, the price is \$60.00.

For Profit: A 12ft x 12ft space is \$50.00 if application/ payment is received by March 31, 2023. If your application/ payment is sent after March 31, the price is \$70.00.

Space(s) are allocated by first-come, first-served basis. Special requests for spots will also be honored on a first-come, first-served basis. Please make checks out to the Amelia Day Festival. NO REFUNDS FOR ANY REASON! All forms and money must be postmarked no later than May 5, 2023.

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. Please remember to bring proper equipment to anchor any tents or canopies.

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

Set-up time is from 6:30 am until 9:00 am. The set-up time for vendors with trailers is 6:30 am to 8:00 am. 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 at that time and remain open until 5 p.m.

THE EVENT IS RAIN OR SHINE! Refunds will not be issued due to inclement weather cancellation. Advance cancellation information will be aired on local TV and/or radio. You may also contact the Amelia County Sheriff's Office at (804) 561-2118, on the day of the event, if you are in doubt.

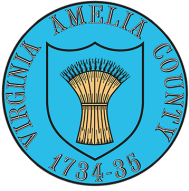
This year, for an additional \$10.00, we are offering crafters and food vendors the opportunity to be highlighted in Red in Amelia Day Festival's full-page advertisement in the Amelia Bulletin Monitor. In addition, you will be identified on the three double sided signs located on the courthouse square.

Enclosed, please find the Amelia Day Festival Food Vendor Application and the Virginia Department of Health Application for Temporary Restaurant Permit. If you are interested in selling food and/or drinks at Amelia Day, please complete each application and return as instructed below:

- 1. Amelia Day Food Vendor Application:** Please complete and return the application along with a check for the space(s) and fee(s) payable to the Amelia Day Committee, Attention: Lee Kern, P.O. Box 663, Amelia, VA 23002.
- 2. Virginia Department of Health Application for Temporary Restaurant Permit:** Please complete and return this form, 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.

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.



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Food Vendor Application

Organization Name: _____

Contact: _____ Address: _____

Phone: _____ Email: _____

Do you have a Facebook business page? YES NO

Please list the name of your business page profile below to be included on the Amelia Day Festival Page.

Non-Profit: _____ Yes _____ No Trailer: _____ Yes _____ No

Individuals attending space (minimum of two people):

Food and/or drink items to be sold: _____

Registration Fees for 12ft x 12ft space (**ALL FEES ARE NON-REFUNDABLE**):

Non-Profit Number of Spaces: _____ Total _____
(\$40 per space, if postmarked by March 31, 2023; \$60 per space after March 31, 2023)

For-Profit Number of Spaces: _____ Total _____
(\$50 per space, if postmarked by March 31, 2023; \$70 per space after March 31, 2023)

Additional Fees:

MANDATORY FOOD GARBAGE FEE Total \$10.00

\$10 Electricity Fee Total _____
(If needed, bring at least a 150 ft. industrial-grade extension cord)

\$10 Advertising Fee Total _____
(Optional: For your name and location to be highlighted on the map)

Total Amount Due: _____

Registration is NOT complete until the fee is received.

Please return this form and payment, payable to the Amelia Day Committee, via mail to: Amelia Day Festival, ATTN: LEE KERN, P.O. Box 663, Amelia Court House, Va. 23002.

**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