



Amelia Day Festival Committee

P.O. Box 663, Amelia, Virginia 23002

www.ameliadayfestival.org

www.facebook.com/ameliadayfestival

2027 Amelia Day Festival – Food Vendor Registration

The Amelia Day Festival Committee is excited to announce the **2027 Amelia Day Festival is Saturday, May 8, from 9:30 am to 4:30 pm** (time subject to change). The 42nd year of the festival takes place in the historic Courthouse Square and includes food, arts, crafts, and live entertainment. Your participation in this event is needed to ensure all patrons have delicious food and drink options.

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

For-Profit: \$70 until January 31, 2027, then \$85 from February 1 to March 31

Non-Profit: \$50 until January 31, 2027, then \$60 from February 1 to March 31

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 participate. If this occurs, no refunds will be issued. To avoid this situation, measure your set-up and register accordingly.

Spaces are assigned by the Festival Committee. Special requests for spaces will be honored where possible. Prior to the festival, we will email you the festival map and your assigned booth number.

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, chairs). You must also bring the necessary equipment to anchor your tent and anything else you bring. No music can be played from your booth.

We like to promote the food vendors in advance of the festival on our Facebook page and other advertisements. Please email us a high-quality version of your company logo to use on signs and advertisements (we retain logos from previous years and only need you to send if it has changed).

On the morning of the festival, set-up time for food vendors with trucks/trailers is 5:30 am to 6:30 am. and setup time for vendors without trucks/trailers is planned for 6:30 am to 7:30 am. You must adhere to your setup time or risk losing your spot. All vehicles must be off the roads near the Courthouse Square at the end of your arrival window. Take down is after 4:30 pm. The streets will re-open to vendors after that time, once clear of pedestrians, and remain open until 7:00 pm.



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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!

You may not leave any oil/grease at the festival. Our trash service is only provided for waste from attendees. Please plan to take your trash, including oil/grease, and dispose of it offsite.

Complete both the Amelia Day Festival Food Vendor Registration and the Virginia Department of Health Application for Temporary Restaurant Permit (unless you have an annual permit) and return as instructed below:

1. **Amelia Day Festival Food Vendor Registration:** Complete and return the registration 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 on the morning of the festival. A food space is required for the sale of any food and/or drinks.

The vendor registration and payment must be received no later than March 31, 2027 – no food vendors are accepted after this date.

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

If you have any questions, please info@ameliadayfestival.org. We look forward to working with you.

TEMPORARY FOOD VENDOR PERMIT APPLICATION

 	<p>A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT. Please return to the office where the event will take place. A event coordinators packet will need to have been submitted to allow for permit issuance.</p>	
<input type="checkbox"/> \$40.00	Temporary Food Establishment Application Fee	
<input type="checkbox"/> \$0.00	Temporary Food Establishment application fee for churches; fraternal, school and social organizations; and volunteer fire departments and resource squads that are exempt under §35.1-25 and §35.1-26 of the Code of Virginia. <u>(Provide a copy of your exemption letter)</u>	
<input type="checkbox"/> \$0.00	Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year. <u>(Provide a copy of the receipt for the temporary fee payment)</u>	
<input type="checkbox"/> \$0.00	Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.	

Event Information (must be completed to process the application)

Event Name: _____
 Event Coordinator/Phone Number/Email Address: _____
 Event Location Address: _____
 Dates of Event: _____ To _____ Rain Dates: equi _____ To _____

Vendor Information

Vendor Business Name (include any trade, fictitious or "doing business as" names): _____
 Name of Owner/contact for event: _____
 Vendor Address: _____
 Vendor Phone Number/Email Address: _____
 Certified Manger Certificate number and expiration date (REQUIRED): _____ (please attach certificate)
 Set-up Date: _____ Time: _____
 Date(s) of Operation: _____

For Office Use Only	Approved by:
Signature:	Date:

Amelia County Health Department 16320 Church Street Amelia, VA 23002 Phone: (804) 561-2711 Fax: (804) 561-2712	Charlotte County Health Department 270 David Bruce Avenue Charlotte Court House, VA 23923 Phone: (434) 542-5251 Fax: (434) 542-4354	Lunenburg County Health Department 11387 Courthouse Rd Lunenburg, VA 23952 Phone: (434) 696-2346 Fax: (434) 696-1271
Buckingham County Health Department 80 Administration Lane Buckingham, VA 23921 Phone: (434) 969-4244 Fax: (434) 969-1292	Cumberland County & Prince Edward County Health Department 111 South Main Street, Ground Floor Farmville, VA 23901 Phone: (434) 392-8187 Fax: (434) 392-1088	Nottoway County Health Department 207 West Courthouse Rd Nottoway, VA 23955 Phone: (434) 645-7595 Fax: (434) 645-8197

TEMPORARY FOOD VENDOR PERMIT APPLICATION

Temporary Food Establishment Construction

Overhead Covering	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
Floor:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Walls (if applicable):	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Water Source <input type="checkbox"/> Permitted Waterworks/ Municipal Supply <input type="checkbox"/> Private Well		Wastewater Disposal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Disposal Method:		
Utensils and Equipment (check all that apply): <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils		Handwashing Facilities (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Type of Utensil Washing Setup: <input type="checkbox"/> Three basin setup <input type="checkbox"/> Shared three compartment sink (if pre-approved) <input type="checkbox"/> Three compartment sink within a food establishment		Type of Handwashing Facilities <input type="checkbox"/> Self-contained portable unit (with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Gravity-fed water with spigot/bucket		
Utensil sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other: _____		<i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i>		
Food Storage or Display Equipment: Identify all holding equipment (hot/cold) that will be used:		Cooking Equipment: Identify all cooking equipment that will be used:		
Toilet Facilities for Food Employees: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> Method (if not provided by the event):		Electrical Supply: <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available		
Food Transportation: Identify how food will be transported to events:		Refuse Removal (provided by): Event <input type="checkbox"/> Coordinator <input type="checkbox"/> TFE Operator (method of removal if not provided)		

I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

Applicant Name: _____ Signature: _____

This form contains identifying information subject to disclosure per the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.)