



2024 Food Vendor Information Sheet

Fair Date & Time	September 21 & 22, 2024, 10:00 AM to 5:00 PM
Food Vendor Chairs	Janey Moskowitz, jmosky11@gmail.com , Shenandoah Santa Maria, sdudley876@gmail.com
Vendor Spaces	Each space is 12' X 12'. If your tent or unit is larger than 12' multiple spaces must be purchased. Two vendor wristbands are included per day per space. Extra wristbands are available for \$10.00 each per day. All space fees are for the 2-day weekend. No single days accepted.
Space Fees	Food Concessionaire - \$200.00 per space Specialty Food - \$125.00 per space
Definitions	<u>Food Concessionaire</u> : Products prepared on-site for consumption on-site. <u>Specialty Foods</u> : A narrow food product line that is not produced on-site and not intended to be consumed on-site, such as syrups or salsas.
Sampling	All vendors serving prepared foods or samples are required to be in compliance with Loudoun County Health Department regulations. Specialty food vendors serving samples are required to submit a notice to participate and adhere to general principles of food hygiene.
Vendor Application	The Food Vendor application is available now. A downloadable version is located on our website, www.bluemontfair.org .
New Vendors	Please include a photo of your unit and a copy of your proposed menu with prices.
All Vendors	*Prices must be posted for all menu items. *Vendors must be able to take credit cards. *There will be no ATM on-site. *No smoking signs are required.
Vendor Insurance	It is the vendor's responsibility to give us proof of liability insurance. Please ask your insurance carrier to provide us with a Certificate of Insurance (COI) listing the "Bluemont Citizens Association" as Additionally Insured/Certificate Holder, specifying the following address: PO Box 217, Bluemont, VA 20135. Please refer to our website under "Vendor/Exhibitor Insurance" to ensure you meet the requirements. <u>Your application is not complete until we have received your COI.</u>
Generators	We will not allow generators that produce excessive amounts of noise or exhaust. If you will be using a generator, please note this on the application. If we discover your generator is too loud, or causing excessive exhaust, we reserve

the right to ask you to move to another space or leave the fair. No fees will be reimbursed.

Application Deadline	Completed application packages must be received by July 1, 2024 to participate in the publicity plan. No refunds for any reason after July 30, 2024.
Confirmation	You will be notified by email once a decision has been made, but no later than July 15, 2024.
Payment	<p>Please make checks payable to Bluemont Citizens Association Mail to: Bluemont Citizens Association Attn: Food Chair PO Box 217 Bluemont, VA 20135</p> <p>Alternatively, if you prefer to pay with a credit card, please specify this on your application.</p>
Space Assignment	You will receive an August mailing that includes your space assignment, map and parking tag. Vendor wristbands will be distributed during your set-up. Every effort will be made to assign spaces so that similar foods are not adjacent. However we cannot guarantee that there will not be any overlap, especially in regards to drinks and desserts.
Set Up	<p>Space assignments at the <u>Bluemont Community Center (BCC) Only</u>: Friday, September 20–6:30 PM to 8:00 PM Saturday, September 21–8:00 AM to 9:00 AM <i>The BCC parking lot will be used for the pickup of children on Friday evening until 6:30 PM. If you arrive early please DO NOT enter the BCC driveway. Proceed to the parking area (Plaster’s Field) and queue up until 6:30.</i></p> <p>Space assignments at <u>all other locations</u>: Friday, September 20 – 4:00 PM to 8:00 PM Saturday, September 21 – 8:00 AM to 9:00 AM Note: Food Inspection will start at 9:30 AM on Saturday.</p>
Sales Tax	<p>When applicable, Virginia Sales Tax is to be collected by the vendor and reported to: The Commonwealth of Virginia Department of Taxation P.O. Box 1103 Richmond, VA 23208</p>
Security:	The grounds will be patrolled periodically on Friday and Saturday nights, however <i>all vendors must be responsible for their own security.</i> The Bluemont Fair Committee will not be held responsible for lost or stolen items.
Electricity and Water	We do not provide access to electric outlets or water faucets.
Health Department	Enclosed is the Loudoun County Health Department’s Temporary Food Permit Application and/or Notice to Participate at Event. All food concessionaires, including restaurants and mobile units, are required to submit this as a part of the fair application package. <u>Do not send to the county.</u>
Additional Questions	Check the www.bluemontfair.org website for updates or email the food chair.