

OLD FARM DAY ♦ May 2, 2020

Food Vendor Space Reservation Information

Please review, complete attached reservation form, sign liability disclaimer and return with payment and health department form to Old Farm Day registrar postmarked by **April 1, 2020**.

Keep this sheet and be sure to share the information below with ALL helpers for your space.

1. **ALL** reservations must be postmarked and paid by the Application Deadline of April 1. Spaces are reserved and assigned on a first-come basis. Those reserving by the April 1 deadline will be listed in the program. Late reservations may not be accepted. **No** refunds for cancellations will be made after April 1. **NOTE:** We have space for **a few** food vendors in the parking lot behind the restroom building near the Haden House and the wine/beer tasting area. For those who indicate an interest on their application, we will draw names on April 2 and notify vendors who will be there.
2. **ALL FOOD VENDORS MUST PROVIDE CERTIFICATE OF INSURANCE AND HEALTH DEPARTMENT FORM— NO EXCEPTIONS!!** Send copy of certificate of insurance with your space reservation application.
3. **Vendor Information Package** will be mailed to all food vendors about ten days prior to the start of the event and includes parking permits, tickets, emergency and other important information, fair map and your space assignment.
4. **Space Assignments:** Many changes to space assignments occur from year to year. When your packet arrives in late April, please check closely for the area matching your permit to identify your assigned area. We cannot guarantee a particular space.
5. **Vendor Entrance:** Gates are open Saturday 6 - 8:15 AM. NO vehicles are admitted after 8:15 AM. Only 2 vehicle permits are issued for each space along with 4 tickets. All others park in public parking. **All volunteers/workers must have tickets**. Additional admission tickets should be prepaid @ \$5 each, if not they are \$8 at the gate.
6. **Vehicle Parking Permit:** The permit (provided in your vendor information packet) **MUST** be displayed on the dash of the vehicle to be admitted and must remain in view the entire day. The permit is color-coded & numbered for the area of your space to assist traffic officers. No permit - no admittance. Parked vehicles in special areas without permits are subject to towing.
7. **Set-up:** We encourage you to set up tents or complex spaces on Friday, 9 AM - 6 PM. On Saturday morning, unload your vehicle quickly and move it back to the vendor/exhibitor parking area. **ALL VEHICLES MUST BE OFF fair-ground & parked in designated area BY 8:30 AM.** Then return to set up your space. The gates open to the public at 9 AM. **NO EXHIBITOR PASSENGER VEHICLES ARE ALLOWED TO REMAIN ON THE FAIRGROUND BETWEEN 8:30 AM AND 4:30 PM ON SATURDAY.**
8. **Take-Down:** Your space must remain up and open until **4:00 PM**. DO NOT begin to disassemble or pack up before 4:00 PM! Vehicles will not be permitted from the parking area onto the fairground roads before 4:30 PM to allow all attendees to clear the park roads. Violators may not be invited to participate next year.
9. **Restrictions:** For safety, no Bikes and **no pets** are allowed at Old Farm Day. This is a rain or shine event, no refunds due to bad weather. Thank you!

LIABILITY DISCLAIMER must be signed on the application. Under Virginia law, there is no liability for an injury to or death of a participant in an agritourism activity conducted at this agritourism location if such injury or death results from the inherent risks of the agritourism activity. Inherent risks of agritourism activities include, among others, risks of injury inherent to land, equipment, and animals, as well as the potential for you to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this agritourism activity.



OLD FARM DAY

FOOD VENDOR APPLICATION

Deadline – April 1, 2020

This form is only for **Food Vendors**. Review agreement terms on accompanying page for important information. Complete and submit this page with your payment **AND a copy of your liability insurance certificate by April 1.**

Contact		Organization/Company	
Mailing Address			
Phone	Mobile Phone	Email	Website URL

What are you serving? _____

Will you offer any ☐ gluten-free ☐ vegan ☐ vegetarian items? (we will identify in our attendee handout)

Type of Health Department Permit: ☐ Mobile ☐ Temporary

IMPORTANT: You MUST register with the Thomas Jefferson Area Health District at least 1 month prior to Old Farm Day. For details, application and instructions, call 434-972-6259 or go to <http://www.vdh.virginia.gov/thomas-jefferson/tjhd-administration/>.

SPACE NEEDS AND FEES (RAIN OR SHINE, NO REFUNDS)

OFD SPACE ☐ Truck/Trailer: Size ____x____ (frontXwidth)

NEEDS: ☐ Tent: Size ____x____ (frontXwidth –incl. area for ropes or pegs)

Comments: _____

POWER ☐ Have generator

NEEDS: ☐ I would like to be included in the drawing for space up front. (optional)

☐ Need Electricity - (Bring long outdoor rated extension cord.)

☐ None of above, cooking with propane. ☐ Include in the drawing for space up front.

SPACE

FEES: ☐ Up to 20 x 20 space (includes 4 admission tickets) \$80 \$_____

☐ OR Space larger than 20 x 20 - call for pricing (size_____). \$_____

☐ Extra Admission Tickets _____ # x \$5 each \$_____ (\$8 at the gate)

(All workers must have tickets. Children under 12 are free.)

Total Fees Enclosed \$_____

LIABILITY DISCLAIMER

LIABILITY DISCLAIMER – must be signed below: Under Virginia law, there is no liability for an injury to or death of a participant in an agritourism activity conducted at this agritourism location if such injury or death results from the inherent risks of the agritourism activity. Inherent risks of agritourism activities include, among others, risks of injury inherent to land, equipment, and animals, as well as the potential for you to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this agritourism activity. **We agree to abide by this space agreement and will make certain all helpers with our space are informed of the guidelines as well.**

SIGNATURE: _____ Date: _____

➡ Mail form with check payable to FLUVANNA HISTORICAL SOCIETY, PO Box 563, Palmyra, VA 22963

Questions: space@oldfarmday.org or 434-589-7910

OFFICE USE ONLY: Date Rec'd _____ CK # _____ \$ _____

☐ Ins. Certif. Rec'd

☐ Confirmation Sent