



S E P T E M B E R 9 T H , 2 0 1 7

FOOD VENDOR 2017



THE ROTARY CLUB OF SALEM • P. O. BOX 5, SALEM, VIRGINIA 24153

TO OLDE SALEM DAYS PROSPECTIVE FOOD VENDOR:

The Rotary Club of Salem is now in the planning stages for Olde Salem Days 2017 to be held on September 9, 2017 from 9:00 a.m. to 5:00 p.m. in downtown Salem, Virginia. We would like to extend to you the opportunity to participate in this year's Food Court. Reservations for the limited number of booths in the Food Court will be on a first-come first-served basis. The fees for the booths are noted below. The available booths measure 15 feet deep by 15 feet wide. Tents for food vendors are required per health department regulations. You must supply your own tent. If you require more space, you may rent 2 booths. Due to the necessity of making advance arrangements, we are setting a July 1st deadline for applications.

Each application must include a copy of your insurance form verifying current liability coverage.

The main food court will be in the Salem Farmers Market parking lot located just off Main Street.

<p><i>There will be no refunds for any reason.</i> The fees are as follows: 15' x 15' space</p>
<p>\$400 with electricity</p>
<p>\$350 without electricity</p>

EXCLUSIVE FOOD SALES: If there is, for some reason an overlap in food type, you will be notified.

The Rotary Club of Salem has the exclusive rights to sell hotdogs, soft drinks, bottled water and any beverage of any kind. No vendor may sell hot dogs or any soft drinks, name brand drinks, bottled water or beverages of any kind.

No Exceptions!

HEALTH DEPARTMENT REGULATIONS

You must be set up for inspection by 8 a.m.! If the health inspector leaves and you have not been inspected, you will not be permitted to sell food. The Health Department requires each vendor to submit an application for a temporary food permit. **THEY WILL NOT ACTUALLY ISSUE A PERMIT, BUT THEY MUST HAVE RECEIVED AN APPLICATION.**

The Health Department **WILL** be inspecting each vendor's booth. You must meet the **Guidelines for Temporary Food Establishments**. They will shut down any vendor that fails to meet minimum requirements for proper food handling and preparations. Information and a form for a temporary permit has been provided for your information.

TAKE THIS SERIOUSLY: WE WILL NOT BE RESPONSIBLE IF THE HEALTH DEPARTMENT FORCES YOU TO CLOSE

The Tax Authority of the Commonwealth of Virginia requires **ALL profit and non-profit** organizations to be registered with the State of Virginia and acquire a tax ID number. Each vendor is responsible for reporting their profits from this event, and it is suggested that you set your food prices accordingly to accommodate sales tax.

Electrical availability beyond basic 110 volt connections (220 volt) is limited and must have a special request approved by The Rotary Club of Salem. **All extension cords and special adapters are the responsibility of the vendor** (including 110 volt connections - The Rotary Club of Salem will supply no extension cords).

Vendors must use only heavy duty outdoor cords and tape all cords safely and securely. If you would like to participate in the Food Court, please complete the application form and return it to the above address as soon as possible.

If you have further questions or need additional information, please contact the Olde Salem Days staff at (540) 772-8871 or *email: info@oldesalemdays.org*

Please sign and return.

Signature

Date



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Make all checks payable to: **The Rotary Club of Salem**

Mail to: Olde Salem Days • P.O. Box 5 • Salem, VA 24153

Name of Applicant: _____

Name of Food Establishment: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (Home) _____ (Business) _____

E-mail Address: _____

Food Sold: _____

You can only sell those items you have listed.

Status: (circle one) Profit • Non-Profit *(you must attach proof of non-profit status with application)*

Tax ID#: _____

Liability Insurance Carrier: _____

(you must attach verification of coverage and The Rotary Club of Salem must be named certificate holder)

Amount of Coverage: _____

Do you require electricity? (circle one) **No Yes** • (circle one) **110 volt 220 volt**

(No generators are allowed at anytime and if you need electricity, you must notify The Rotary Club of Salem in advance.)

And, if yes, what amperage will you need? _____

Requested booth space: _____

Special Requests: _____

There will be a **\$45 service charge** for Returned Checks.

Any questions, contact The Rotary Club of Salem at (540) 772-8871 or [email: info@oldesalemdays.org](mailto:info@oldesalemdays.org).

Signature of applicant _____ Date: _____

All forms and insurance copies must be received by July 1st and 2017 Health Department permits go to the Health Department.

There will be no rain date for Olde Salem Days and **no refunds** will be given in case of rain or any other cancellation.

For official use only - do not write below this line

Food vendor is authorized to sell: _____

Date application was received: _____

Received: Date: _____

Tax ID#: _____

Non-Profit: _____

Copy of Insurance: _____

Application fee Amount: Check#: _____

Booth#: _____