



2019 Food Vendors

Please join us at the
West Virginia Department of Arts, Culture and History
for the annual Vandalia Gathering
Saturday, May 25 and Sunday, May 26, 2019

The Vandalia Gathering, a festival of traditional arts, has been held since 1977 on the State Capitol grounds. Vandalia offers two full days of traditional games in the Old-Time for Young'uns area, storytelling and a Liars Contest, as well as fiddle, banjo (old-time and bluegrass), mandolin, lap dulcimer, flat pick guitar and baking contests. The festival includes craft booths and demonstrations, traditional heritage dancing, concerts and a flat foot/square dance area.

Enclosed you will find details on set-up, guidelines, parking and an application for the event. Please fill out the entire application (be specific). Listed below are some important dates for you to remember.

Dates to Remember:

- **Friday, March 8, 2019** **Application Due**
- **Wednesday, May 17, 2019** **Mandatory Food Booth Meeting at Culture Center**
- **Friday, May 24, 2019** **Load in and parking 5:30 p.m.-8:00 p.m.**
- **Saturday May 25, 2019** **Load in 8:00 a.m.-10:00 a.m., Vending 10:30 a.m.-6:00 p.m.**
- **Sunday May 26, 2019** **Load in 8:00 a.m.-10:00 a.m., Vending 10:30 a.m.-5:00 p.m.**
- **Friday, June 28, 2019** **20% commission is due.**

Guidelines:

1. Setup begins at 8:00 a.m. Saturday & Sunday. Please allow two hours to unload and set up. Do not arrive before 8:00 a.m. either day. NOTE: You may set up Friday evening after 5:30 p.m. A representative from your organization must be present Friday to accept deliveries, i.e., freezers, cookers, etc. Arts, Culture and History staff will not accept deliveries for vendors.
2. Each vendor will be assigned a designated spot to setup. This spot may be different from the one you had last year.
3. You must open your booth at 10:30 a.m. Saturday and Sunday. A sufficient number of people to operate your booth must be maintained at all times. Your booth must remain open until 6:00 p.m. Saturday and 5:00 p.m. Sunday.
4. Vandalia generates a large crowd. You are responsible for having enough food to last for the entire operational hours each day. If you run out of food, you are not permitted to close down your booth. You need to send a representative out to purchase more items to sell.

If you need additional information, contact:

Adam Jones at 304-558-0220, ext. 171, or by e-mail: adam.c.jones@wv.gov

5. **PARKING:** *Vendors will be given a parking pass that states where you are permitted to park any ice and meat trucks as well.* Each vendor will be assigned one parking space. Please display the parking pass on the dashboard of your vehicle Saturday and Sunday. Resupply must be from the same location both days. Parking discussion and a diagram will be available at the mandatory food booth meeting on May 17, 2019. *PARKING IS LIMITED.* Please be courteous to other vendors by unloading in a timely manner. After you have unloaded please move your vehicle as soon as possible to your assigned parking space. You are permitted to drive onto the sidewalk to unload; however, **DO NOT DRIVE ONTO MARBLED AREAS.** Unloading must be completed and sidewalk cleared by 10 a.m. each day.
6. You are responsible for your equipment and supplies. If you leave equipment and supplies in your booth overnight, Arts, Culture and History assumes no responsibility for lost or damaged equipment and supplies. All equipment such as refrigerators, grills, freezers etc. **MUST BE REMOVED** from the Capitol grounds SUNDAY after closing.
7. All trash and hot embers from grills must be removed from your area before you leave Sunday.
FIRE EXTINGUISHERS ARE MANDATORY IF YOU ARE USING A GRILL!
8. No prepackaged condiments may be used. Squirt bottles and/or pump containers are acceptable.
9. LOUD VOCAL ADVERTISING IS STRICTLY PROHIBITED.
10. Do not use any paper items, including napkins, cups, containers, etc. or signs in your booth with any type of logo imprint.
11. Vendors may sell any non-alcoholic beverages.
12. Proper attire is casual. Appropriate ethnic dress is acceptable, but please do not wear costumes.
13. Commission for the Department is 20% of the gross for both days. Make your check payable to the WVDCH and mail to: WV Department of Arts, Culture and History, 1900 Kanawha Blvd., E. Charleston, WV 25305-0300, ATTN: Adam Jones, postmarked *no later than* June 28, 2019.
ORGANIZATIONS THAT DO NOT MEET THIS DEADLINE WILL NOT BE CONSIDERED FOR FUTURE PARTICIPATION.

Sincerely,

Adam C. Jones
Cultural Program Manager

If you need additional information, contact:
Adam Jones at 304-558-0220, ext. 171, or by e-mail: adam.c.jones@wv.gov



Food Vendor Application

Applications are Due March 8, 2019

Late Applications WILL NOT Be Accepted

I understand the conditions outlined in your letter of understanding for 2019 and agree to abide by the FOOD BOOTH GUIDELINES. Our organization agrees to provide the food and/or drinks specified in the approved menu to sell at the Vandalia Gathering May 25, 2019-May 26, 2019 on the State Capitol grounds outside of the Culture Center.

Organization Name: _____

Contact Person: _____

Telephone# (Daytime) _____ Telephone# (Evening) _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

POWER NEEDS (Specify number of outlets and wattage/amperage. **Do not list "SAME AS LAST YEAR."** Specify "NONE" if you do not need electricity. We need SPECIFIC WATTAGE/AMPERAGE. If you are not specific, we will return your application.

EXACT MENU (List ALL ITEMS to be sold from your booth during the Vandalia Gathering. Do not list "Same as Last Year." Attach a separate sheet if necessary. Do not include prices.)

Signature _____

Date _____

Feel Free to Provide Additional Comments on Separate Sheet

NOTE: If filling out this form electronically, save and rename file when completed.

Food Vendor applications are due March 8, 2019
Attn: Adam C. Jones, 1900 Kanawha Blvd. E., Charleston, WV 25305-0300
or e-mail: Adam.C.Jones@wv.gov