

**OCTOBER 6, 2018**  
**MONTROSS FALL FESTIVAL**  
**"LOVE OUR TOWN"**  
**FOOD VENDOR APPLICATION**

APPLICANT/BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

(Items to be sold) \_\_\_\_\_

ESTIMATED TIME OF ARRIVAL FOR SET UP: \_\_\_\_\_

<u>Application Fees</u>	<u>Spaces Needed</u>	<u>Fee Enclosed</u>
\$ 60.00 - Space 12' x 12'	_____	_____

**PLEASE MAKE SURE YOUR BOOTH WILL FIT IN THE SPACE REQUESTED  
TENTS MUST BE STAKED DOWN OR WEIGHTED DOWN FOR SAFETY**

**\*\*WESTMORELAND COUNTY HEALTH DEPARTMENT PERMIT REQUIRED\*\***

**Return Application and fee by September 4, 2018 to:  
Town of Montross  
P. O. Box 126  
Montross, Va. 22520**

**ALL FEES ARE NON-REFUNDABLE  
Please call the Town Hall at 804-493-9623 if you have questions.**

SET UP TIMES:

Friday afternoon 1:00-8:00 P.M.---Saturday morning 6:00 - 8:00 A.M.

CANNOT SET UP AFTER 8:00 A. M. ON SATURDAY. MUST REMAIN SET UP UNTIL 4:00 P.M.

APPLICANT HEREBY RELEASES, FOREVER DISCHARGES, AND HOLDS HARMLESS THE TOWN OF MONTROSS, COUNTY OF WESTMORELAND, WESTMORELAND COUNTY MUSEUM, CARROT COTTAGE, AND THEIR RESPECTIVE OFFICERS, EMPLOYEES, AGENTS, AND CONSULTANTS FROM ANY RESPONSIBILITY, PERSONAL LIABILITY, LOSS AND/OR DAMAGE IN CONNECTION WITH THIS FESTIVAL.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**MONTROSS FALL FESTIVAL  
OCTOBER 6, 2018**

**Food Vendor Rules & Regulations and Release**

- Vendors selling prepared foods for consumption on site are **required to obtain the proper permit from the Westmoreland County Health Department.**
- A **Certificate of Insurance** naming the Town of Montross as an additional insured with limits of liability of \$1,000,000 per occurrence & \$2,000,000 general aggregate is also **required and must accompany this application.**
- Vendors are responsible for all booth set-ups and take downs. In the event the Vendor's part of a display or product causes harm or damage to another due to negligence on his/her part, the Vendor will be responsible for those damages.
- All vendor tents **MUST** be securely staked into the ground and/or weighted to prevent movement in the event of weather, i.e. wind, rain, etc.
- Vendors are responsible for the safety of all products being sold.
- Vendors must cooperate with the Festival Event Coordinators regarding the use of property, assigned spaces, etc.
- Vendors will park after unloading in designated vendor parking area.
- The Vendor shall maintain his/her space, activities, and business practices in compliance with all applicable local, state, and federal laws and regulations.
- Applicant hereby releases, forever discharges, and holds harmless the Town of Montross, County of Westmoreland, Westmoreland County Museum, Carrot Cottage, and their respective officers, employees, agents, and consultants from any responsibility, personal liability, loss and/or damage in connection with this festival.
- Vendor fees are payable in advance to the Town of Montross. All fees are non-refundable and due no later than September 4, 2018.
- Please return signed forms to:  

**Town of Montross  
PO Box 126  
Montross, VA 22520**

**I have read and agree to the above terms:**

**Vendor Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_