



FOOD VENDOR REGULATIONS

Rules

- Bay Days Foundation is a Green Event – the Vendor agrees not to use Styrofoam cups and plates. Vendor agrees to use disposable products that are bio-based, paper or recyclables.
- Please note that space is limited and Bay Days Foundation reserves the right to select participating vendors.
- Vendors must be at least 18 years of age.
- Vendors violating the rules will be ineligible for future festivals.
- All fees must be included with application and each vendor must collect and report sales taxes as appropriate by state laws.
- Applications must be postmarked no later than July 15th. Applicants will be notified of acceptance by postal mail or email. Those not accepted will be refunded all fees. An accepted application is a commitment to participate. No refunds will be made for cancellation after application has been accepted.
- An application for the Health Department’s “Temporary Food Concessions Permit” must be submitted with this application.
- Menu limited to four (4) primary items. No substitutions permitted. All applicants must submit one clear color photograph of your operational layout. Please make sure you label all photographs with your name. No Photographs will be returned.
- Vendors may not set-up their operational layout differently from that shown in the photographs(s). Vendors must provide their own display. Vendors must display for the duration of the festival and must preside over their own booth. If vendor withdrawals prior to the conclusion of the festival they will be ineligible for future festivals.
- Bay Days Foundation, Inc. and Larry King Law’s Langley Speedway are not liable for loss or damage to persons or property.
- Bay Days Foundation is intended to be a rain or shine event. No refunds will be granted due to inclement weather conditions. In the event of a major catastrophe that causes the cancellation of the entire three days of the event, and then the vendor shall be refunded seventy-five percent (75%) of the previously paid vendor fee.
- I and my representatives expressly release and hold harmless Bay Days Foundation, Inc. and Larry King Law’s Langley Speedway and its directors, employees, agents or volunteers from any and all liability for injury, sickness or death, including personal injury and property damage or loss (including defense costs) which may arise in connection with vendor participation in the Bay Days Foundation Festival associated with the negligence of the vendor, and its employees or volunteers.

Insurance

- An insurance certificate and endorsement is required. If so, the certificate must contain a sentence stating “Bay Days Foundation, Inc. and Larry King Law’s Langley Speedway are additionally insured for \$1,000,000 (\$1 million)



FOOD VENDOR REGULATIONS (continued)

Fees

- Fees:
 - Food Truck \$500.00
 - Tent \$500.00
- Notifications: If notification is desired by email please include email address. A self-addressed stamped envelope of standard business size must accompany your application if notification by postal mail is required.

Exclusives

- Bay Days Foundation, Inc. reserves the right to provide sales of particular products to selected suppliers. Upon acceptance, you will be informed of any product exclusives and who to contact for further information. Vendors shall use all festival suppliers and will be notified of any additional arrangements.
- The festival logo and the words “Bay Days Foundation” are trademarked. Permission to use either the logo or the festival name must be obtained by contacting the festival office.
- Hats, caps, visors, novelty items, glow products and t-shirts are Bay Days Foundation exclusives and may not be sold or distributed by exhibitors.

Vendor Space

- Spaces are pre-assigned and Bay Days Foundation reserves the right to select participating vendors.
- Only one vendor per space.
- Each vendor may reserve a maximum of two spaces.
- Vendors may not move from their pre-assigned space.
- No vendor may swap or resell a space to another vendor.
- Booth spaces will be measured and marked appropriately. Layout may not extend beyond the boundary of assigned space(s).
- Virginia State Code requires any tent where cooking is performed MUST be separated from other tents by a minimum of 20 feet.
- Each Vendor Space must have a minimum of a 2A 10-BC portable fire extinguisher on-site. If cooking then either a 2A 40 BC rated portable fire extinguisher or K Class fire extinguisher.
- Each vendor must provide own tent, tables, chairs, etc. Tables must be skirted to the ground on all exposed sides.
- Tents must be self-supporting; tent pegs or stakes not permitted. No stakes or poles may be driven into a paved surface.



Vendor Space (cont'd)

- The festival will not have a rain date.
- Bay Days Foundation closes each night at 10 pm and in order to keep the race track and festival clean crews may be sweeping and leaf blowing on Friday and Saturday night. It is up to each exhibitor to cover up and close tents and cover merchandise inside.
- Keep your display area neat and maintain a professional image.
- No vendor vehicles may remain parked within the festival footprint during festival hours.
- **NO ONE ALLOWED IN HIS OR HER BOOTH AFTER ELEVEN.**

Set up and Parking

- Upon acceptance, information will be mailed concerning space, location and set up details. Moving into the correct space will be your responsibility.
- Committee members will have check in location to help you locate your space.
- Tents must be self-supporting; tent pegs or stakes not permitted. No stakes or poles may be driven into a paved surface.
- Tents will be set up after 9 a.m. on Friday and installation completed by 4 p.m. on Friday. No set up can begin before 9 a.m. Friday, **NO exceptions!**
- Food Trucks will be located on the race track and set up will begin at 7 a.m. Saturday and Sunday morning. Set up must be complete by 9 a.m. on Saturday and Sunday morning.
- Food Trucks may leave on Saturday night to restock (if necessary) but only after spectators are safely off the site following fireworks. No vehicle traffic allowed until pedestrians have departed. **ABSOLUTELY NO EXCEPTIONS.**
- Vendors must be ready for operation no later than: 9:00 a.m. on Saturday, and 9:00 a.m. on Sunday.
- Bay Days Foundation, Inc. reserves the right to reassign your space if you are not ready for operation at 9:30 a.m. on Friday.
- Each vendor will receive one (1) Vendor parking pass required for admission into the Vendor parking area. You must supply your own transport of equipment/merchandise. Parking or driving is prohibited in all vendor space areas.
- The use of coffee makers and microwaves are prohibited.
- Tents must be removed Sunday night immediately following close of the festival.