

Historic Appomattox Railroad Festival

FOOD CONCESSION APPLICATION

Welcome to the Historic Appomattox Railroad Festival! We're excited to have you join us as a food vendor. Please complete this application form to reserve your space at the festival. If you need any assistance, contact our food vendor coordinator at food@rrfestival.com

Contact Information

1	Business or Vendor Name	<input type="text"/>
2	Tax ID #	<input type="text"/>
3	Contact Person's Name	<input type="text"/>
4	Phone Number	<input type="text"/>
5	Email Address	<input type="text"/>
6	Mailing Address	<input type="text"/>
7	City, State, ZIP	<input type="text"/>

Space Details

8 Type of Vendor:
☐ Commercial ☐ Non-Profit ☐ Individual

9 Number of Spaces Needed (9' x 18' each):
☐ 1 Space ☐ 2 Spaces ☐ 3 Spaces
Each space is 9' x 18' (standard parking space). You are confined to whatever space you rent, including access to your truck or trailer.

10 Power Requirements:
☐ Bring Own Power ☐ Need Power (\$50 fee)

11 If needed, indicate desired electrical connection.
☐ 120V ☐ 240V-30Amp ☐ 240V-50Amp

12 Attending Both Days?
☐ Yes ☐ No

Space Fees

Fee Type	501(c)(3) Non-Profit	All Others
Per Space (9' x 18')	\$50	\$175
Power Connection (if needed)	\$50	\$50

Note: All food vendors will be located in the Library Parking lot. Spaces will be assigned to specific rows but not specific spaces to maximize space utilization. Water will be available but not as a direct connection. Ice will be available for \$1.00 plus our cost.

Menu Information

- 13** Please provide a specific description of all food items you intend to sell. Use a separate sheet if necessary.

Submission Instructions & Deadlines

You may submit this application by mail or email as described below. You are not required to do both. If you submit this application by email, you may still mail your check, or pay online using PayPal by visiting: <http://www.appomattoxrrfest.org/forms>

Before mailing, be sure that you have included the following:

1. Completed Application with signed Agreement & Waiver
2. Application Fee (Checks payable to Appomattox Railroad Festival, Inc.)

Important Deadlines:

- Acceptance Deadline: August 31, 2025
- Late applications (after August 31) will be considered if space is available and will be assessed a \$25 late penalty
- Applications received after September 30th will be declined

Mail To:

Historic Appomattox Railroad Festival
P.O. Box 513
Appomattox VA 24522

Acceptance Process:

- You will be notified within two weeks of receipt of your application only if there is a concern
- Payment will be processed for all applications accepted
- You will receive a confirmation email at the beginning of September
- One additional email will be sent as a reminder, with set up instructions and other important information during the week before the event in October

Email To:

food@rrfestival.com

General Guidelines and Rules of Participation

Participation: Participation in the Historic Appomattox Railroad Festival is contingent on your application's acceptance by the HARF Food Concession Committee. Please include a list of all foods you would like to sell.

Menus: Each Concessionaire MUST clearly display their complete Menu and Prices for all items at all times throughout the festival. Menus must be clearly displayed prior to the opening of the food court area on Saturday morning or you will not be allowed to operate. Note: HARF reserves the right to limit your menu offerings if it is deemed that too many vendors are offering the same items. Vendors may reduce their prices after 3 PM on Sunday.

Setup: All vendors will be allowed to setup beginning at noon on Friday, October 10, 2025. Other than trash cans, the Festival committee does not provide additional items to assist you in setup so make sure you bring everything that you will need. Note: Streets are closed from 6:00am to 5:00 pm on Saturday, and from 11:00 am to 5:00 pm on Sunday. All vehicles must be removed from grounds by 9:00 am on Saturday and 11:00 am on Sunday or you may incur towing expenses.

Grease Disposal: NO GREASE ALLOWED IN TRASH CANS OR DISPOSED OF ON PROPERTY. THERE WILL BE A \$500.00 FINE FOR ANY VENDOR CAUGHT DUMPING GREASE! Note: If you need assistance with disposal, please talk to a committee member and we will try to help you.

Safety & Cleanliness: All vendors are responsible for the cleanliness by picking up and disposing of trash, keeping area hazard free, and any other public health or safety measures. The committee appreciates your assisting us by communicating if you see trash cans that are full and require emptying. We want the food court to be as clean, safe, and healthy as possible.

Electricity: If you are operating any kind of electrical equipment or anything with an open flame you must have a fire extinguisher.

Water: There will be one (1) water spigot onsite, please bring your own containers.

Health Permit / Inspection: All food vendors must have a Temporary/Special Event Permit from the VA Department of Health, even if you already have a regular Food Permit. You MUST submit your completed application and fees to the local health department TWO (2) WEEKS PRIOR to the event or the temporary food vendor permit will not be issued, and you will not be able to vend. The health inspector will inspect booths on Saturday morning. If at any time you are shut down, you will not receive a refund.

Insurance: ALL food vendors must provide a certificate of insurance with your application. If you do not provide an insurance certificate, your application will be denied. You are responsible for your own insurance.

Equipment: Please include exact measurements of all equipment, trailer (including tongue) and all tents & extensions.

Agreement & Waiver

Please read the following statements carefully. To participate in the annual Historic Appomattox Railroad Festival, you must sign and return this agreement and required documents with your application.



1. I agree to hold harmless the Historic Appomattox Railroad Festival Board of Directors or any employee or agent acting on behalf of the HARF and to indemnify them from any claim, demand or action on behalf of any person or entity arising out of any activity not sponsored by the ARF at or on the County's or Town's property that occurs as a result of the rental of the Historic Appomattox Railroad Festival including, but not limited to, its establishment, construction, use, maintenance, configuration of existence.
2. I understand that I am liable for any damage that I or any of my representatives cause to the Event venue or the property of other Event participants. It is my responsibility to secure and maintain insurance as set forth herein throughout the duration of the Event. The following insurance coverage is required: Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence limit naming Historic Appomattox Railroad Festival, Inc. as an additional insured.
3. I understand and comply with the Historic Appomattox Railroad Festival General Guidelines and Rules of Participation. Additionally, I understand that I must comply with all applicable federal, state, and local codes, ordinances, rules and regulations, including, but not limited to fire, utility, public safety, health and building codes and regulations.
4. I understand and comply with the Historic Appomattox Railroad Festival Terms & Conditions.
5. I agree to allow the Historic Appomattox Railroad Festival Board full use of images and other promotional materials (photographs, videotape, audiotape) taken during the Festival for purposes of promoting the Festival this year and in future years.
6. I agree to display a complete MENU and PRICE LIST at my booth(s) throughout the duration of the festival.

I have read and understand the terms and conditions in this application. By signing this form, I agree, as the applicant, to abide by the terms and conditions set forth and understand that I will be held responsible and fiscally accountable if I am not in compliance of the aforementioned terms set forth in the agreement.

14 Signature

15 Date

Temporary Food Establishment Application

	<p>A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT.</p>	
<input type="checkbox"/> \$40.00	Temporary Food Establishment Application Fee	
<input type="checkbox"/> \$0.00	Temporary Food Establishment application fee for churches, fraternal, school and social organizations, and volunteer fire departments and rescue squads that are exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i>.	
<input type="checkbox"/> \$0.00	Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.	
<input type="checkbox"/> \$0.00	Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.	

Event Information

Event Name:

Event Coordinator/Phone Number/Email Address:

Event Location Address and Phone Number:

Dates of Event: _____ To _____ Rain Dates: _____ To _____

Vendor Information

Vendor Business Name (include any trade, fictitious or "doing business as" names):

Name of Owner:

Booth Name (if different from vendor name):

Vendor Address:

Vendor Phone Number/Email Address:

Onsite Person Name and Contact Email and Cell Phone:

Set-up Date and Time:

Dates of Operation:

For Office Use Only	Approved by:
Signature:	Date:

Food Preparation and Menu

Only the food items listed below will be approved to serve. Any changes must be approved by the local health department prior to the event. List all foods that will be served. Attach additional pages as needed.

Food Item	Purchased Raw or Cooked? On-site or Off-site prep?	Transported hot or cold? What type of equipment used to transport?	Type of cold holding equipment used at event? (41°F or below)	Cooking and/or reheating equipment used? Final cook temp?	Hot holding equipment used at event? (135°F or above)
Sausage	Raw, On-site	Cold/on ice	Ice Chest	Grill, 175°F	Steam Table
For food items that will be prepared at a different location than the event location include the name and location of the permitted food establishment.					
Permitted Food Establishment Name:			Name of Owner/Operator:		
Food Establishment's Physical Address:			Owner/Operator Phone Number:		
Signature of Permit Holder:			Permit Number:		Date:

Temporary Food Establishment Construction				
Overhead Covering	<input type="checkbox"/> Canvas	<input type="checkbox"/> Wood	<input type="checkbox"/> Plastic	<input type="checkbox"/> Other:
Floor:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Walls(if applicable):	<input type="checkbox"/> Screens	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other:
Water Source <input type="checkbox"/> Permitted Waterworks/ Municipal Supply <input type="checkbox"/> Private Well		Wastewater Disposal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Disposal Method:		
Utensils and Equipment (check all that apply): <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils		Handwashing Facilities(provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator		
Type of Utensil Washing Setup: <input type="checkbox"/> Three basin setup <input type="checkbox"/> Shared three compartment sink(if pre-approved) <input type="checkbox"/> Three compartment sink within a food establishment		Type of Handwashing Facilities <input type="checkbox"/> Self-contained portable unit(with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Gravity-fed water with spigot/bucket		
Utensil sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other: _____		<i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i>		
Food Storage or Display Equipment: Identify all holding equipment (hot/cold) that will be used:		Cooking Equipment: Identify all cooking equipment that will be used:		
Toilet Facilities for Food Employees: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method(if not provided by the event):		Electrical Supply: <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available		
Food Transportation: Identify how food will be transported to events:		Refuse Removal(provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method(if not provided by the event):		

I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

Applicant

Name: _____ Signature: _____