



Charleston Boulevard Rod Run and Doo Wop

723 Kanawha Blvd., East – Suite 212

Charleston, WV25301

www.charlestonwvcarshow.com

A production of the West Virginia Motor Car Festival, Inc.

----- Wild Wonderful West Virginia -----

Concessionaire Vendor Application/Contract

WELCOME APPLICANTS TO 2017 CHARLESTON BOULEVARD ROD RUN AND DOO WOP!

Enclosed you will find the 2017 application/contract for the (CBRRDW) scheduled for October 4-8, 2017. Please review it carefully, as there are changes this year and return it according to the timetable listed above. We have tried to highlight major changes. Of particular interest is the Charleston Fire Department requirements for outdoor events. Please review them and plan accordingly. If you have any questions concerning the requirements there is a number listed on the Charleston Fire Department Requirements you can call direct.

The Charleston Boulevard Rod Run & Doo Wop (CBRRDW) is a “family-friendly” event whereby we seek food vendors that reflect our desire to maintain our reputation as such.

After submission, all applications/contracts will be reviewed and considered for acceptance by the West Virginia Motorcar Festival, Inc, Board of Directors. All fees, space size and electrical hook ups are considered binding as well as information provided in the application contract. After the Board of directors makes a decision about your acceptance, you will be invoiced for all fees that will be due within 10 business days after the date of the invoice.

You will be inspected up to 2 hours prior to opening (10:00 a.m.) on Thursday morning by the Fire Marshall and the Health Department. Any deficiencies must be corrected immediately and recertified by the Fire Marshall or Health Department. The Event Concessionaire Vendor Coordinator is to be notified immediately of any problems with any regulatory agency. Failure to do so may result in forfeiture of the privilege to participate in this and/or future CBRRDW shows.

Due Dates:

- **June 30, 2017** - deadline for new and returning vendors to submit completed application.
- **August 1, 2017** - Copies of the following:
 - 1. Vendors Business License
 - 2. Kanawha Charleston Health Department Certificate
 - 3. Two copies of the Certificates of Insurance: one endorsed for the City of Charleston and one for WV Motorcar Festival, Inc. as found on page 3 of this Concession Application.

Fees are due 10 business days from date of invoice unless arrangements have been made in writing at the time of submission of the application.

We appreciate your interest in participating in the CBRRDW and look forward to notifying you of your acceptance into the 2017 show.

Sincerely,

Edsil Prunty
Event Concessionaire Vendor Coordinator
304-553-4886, eprunty@suddenlink.net

WEST VIRGINIA MOTORCAR FESTIVAL, INC.
DBA Charleston Boulevard Rod Run & Doo Wop (CBRR&DW)
723 Kanawha Blvd. East, Suite 212
Charleston, WV25362
1-888-4-DooWop
(1 888-436-6967)
E-mail: eprunty@suddenlink.net
2017 Concessionaire Vendor Application
October 4-8, 2017

Submission Deadline—June 30, 2017

CONCESSIONAIRE VENDOR INFORMATION

Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail Address: _____

Contact Persons:

1. _____ Phone: _____

2. _____ Phone: _____

CONCESSIONAIRE VENDOR SPACE AND PARTICIPATION FEES

Please indicate the number of spaces desired. **NOTE:** all spaces are as specified and do not include parking of accessory/employee/volunteer vehicles or trailers, nor storage. Your entire setup must fit the space(s) selected. Due to the unique location of our event CBRR&DW reserves the right to assign and/or relocate any food vendor at their discretion.

LOCATION: Kanawha Boulevard east of I-64 Bridge to Southside Bridge.

Spaces needed: _____ 10' x 20' (\$1,000 each) Total: _____

Spaces needed: _____ 10' x 30' (\$1,500 each) Total: _____

Are you requesting the same location as last year if possible? _____

CBRR&DW reserves the right to assign all spaces at their discretion.

ELECTRICAL HOOK-UPS

Number of hook-ups needed? _____ @ \$100 each for a total of \$ _____

(One hook-up is usually needed per vendor location)

Voltage needed? 120VAC or 20/240VAC _____ How many amps needed? _____

How many outlets needed(plug-ins)? _____

Please describe any special hookup(s) needed:

NOTE: #12 gauge extension cords are the vendors responsibility (at least 50 ft) and must meet all regulatory agency minimum requirements. No substitutions allowed.

Vendor will be invoiced for fees when the Board approves the application. Fees are due within 10 business days after date of invoice unless arrangements have been made in writing at the time of submission of the application. All arrangements must have the approval of the CBRR&DW Board of Directors.

MENU / ITEMS LIST

Please list **ALL** menu/vendor items and their proposed sale price. All items must be approved by CBRR&DW Board of Directors. **Only items listed may be sold during the show .**

NOTE: Soda, bottled water and ice will not be supplied by CBRR&DW this year. Each concessionaire vendor will supply their own soda, bottled water and ice.

| | |
|--------------------|--------------------|
| 1. _____ \$ _____ | 11. _____ \$ _____ |
| 2. _____ \$ _____ | 12. _____ \$ _____ |
| 3. _____ \$ _____ | 13. _____ \$ _____ |
| 4. _____ \$ _____ | 14. _____ \$ _____ |
| 5. _____ \$ _____ | 15. _____ \$ _____ |
| 6. _____ \$ _____ | 16. _____ \$ _____ |
| 7. _____ \$ _____ | 17. _____ \$ _____ |
| 8. _____ \$ _____ | 18. _____ \$ _____ |
| 9. _____ \$ _____ | 19. _____ \$ _____ |
| 10. _____ \$ _____ | 20. _____ \$ _____ |

Please use back of page for additional items if needed.

If you are new to this event, please provide a picture of your booth/setup and contacts along with phone numbers from 2 recent events that you have participated in, along with this application.

ALL ALCOHOLIC BEVERAGES ARE PROHIBITED ON THE FESTIVAL GROUNDS.

CBRR&DW reserves the right to refuse the services and or products of any concessionaire or vendor, at CBRR&DW discretion.

CBRR&DW reserves the right to remove any concessionaire or vendor for violation of their agreement or CBRR&DW rules, or failure to follow directives of any official of the CBRR&DW.

CERTIFICATES

The following authorized and current through this event certificates must be mailed/emailed and received by CBRR&DW prior to August 1, 2017.

Concessionaire vendors will **NOT** be allowed to setup unless certificates and payment for vendor spaces are provided to CBRR&DW prior to the event.

1. West Virginia State Tax Department Business Registration Certificate
2. Kanawha County Health Department Certificate
3. Certificate of Insurance endorsed for each of the following as additional insured:

City of Charleston
P.O. Box 2749
Charleston, WV25303

West Virginia Motorcar Festival, Inc.
723 Kanawha Blvd. East, Suite 212
Charleston, WV25301

OPERATING GUIDELINES

1. The Charleston Boulevard Rod Run and Doo Wop is a “family-friendly” event. All products and services offered at the event are subject to the express written approval of the Board, in its sole discretion, to maintain this standard.
2. Concessionaire vendors will be assigned a time and location to meet the event concessionaire coordinators on the day of set up. Setup will not start until after 6:00 pm on Wednesday.
3. Supplies delivered by motor vehicles will have to be brought in prior to 10 am each day. Moving vehicles and vehicles left on-site after the set time will be ticketed and towed by the Charleston City Police. All vehicles must be parked in official designated and legal parking spaces. **NO EXCEPTIONS.**
4. Menu Boards are to be professional in appearance. (No handwritten boards)
5. Concessionaire vendor participation is required during all show hours, as applicable for location. *Concession hours of operation are 10:00 am to 10:00 pm.*
6. Because this is a car show with many expensive vehicles, vendors will be required to place grills at a point furthest from the registered parked cars and any fans used must be placed to blow in an opposite direction of said parked cars. Grills are also to be kept back away from the public.
7. **If at any time it is determined to be a detriment to the welfare of spectators or vehicles, the vendor may be asked to remedy or cease operation of the grill.**
8. Grills may not be placed in tents, under canopies or in concession stands.
9. Concessionaire vendors are responsible for providing portable, serviceable and current dated 5# fire extinguishers in stage areas or other areas deemed hazardous in accordance with Charleston Fire Department regulations. Grill areas require a separate fire extinguisher.
10. Emergency vehicle access must be maintained at all times.
11. Tents or Canopies must be spaced 10 ft. apart and have 10 ft. clearance from combustibles.
12. LP Gas Tanks must be stored at least 5ft. from buildings, tents or walkways.
13. No deep fryers or smokers unless inside of an enclosed structure without permission of the Board of Directors.
14. Exit ways, from confined areas, must be provided for crowds.
15. All cables, connectors and power cords must be taped down, or covered with ramps, to prevent trip/fall hazards.
16. Cleaning and Trash Removal shall be performed nightly.
17. Disposal of grease and “gray water” in a manner consistent with the Kanawha Health Department rules will be the responsibility of the concessionaire vendor. **NO GREASE IS TO BE LEFT ON CITY PROPERTY.** Any fines associated with improper disposal or cost incurred by CBRR&DW for disposal will be the responsibility of the vendor.
18. 50 ft. water hose is required, per Health Department Specifications, and is the responsibility of the vendor. All hoses connected to potable water sources shall be food grade quality and have proper backflow prevention devices.
19. No pets permitted on the Festival grounds, assigned vendor space or in any food preparation, serving or food storage area.
20. Because CBRR&DW provides a sound system and announcements for the public, no music, chimes, other such audible sounds shall be permitted by vendors.
21. Concessionaire vendors their employees, and all persons working in the booth must comply with all governing regulatory agency rules and regulations.
22. Concessionaire vendors will abide by all requests of CBRR&DW Volunteer Concessionaire/Food Vendor Coordinators and/or CBRR&DW Board of Directors.
23. Upon acceptance by the Board, to be a participating concessionaire vendor, you will be expected to comply with any additional application processes, as required for participation.
24. **All fees are due within 10 days of date of invoice** unless other arrangements have been made in writing at the time of submission of the application. All arrangements must have the approval of the CBRR&DW Board of Directors. **ALL FEES ARE NON-REFUNDABLE**

THE CONCESSIONAIRE/VENDOR AGREEMENT

BY SIGNING THIS AGREEMENT, THE CONCESSIONAIRE/VENDOR AGREES TO COMPLY WITH AFOREMENTIONED TERMS, CONDITIONS AND COMMITMENTS.

Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail Address: _____

Authorized Signature: _____ Title: _____ Date: _____

Print Name: _____

PLEASE SEND THIS COMPLETED 5 PAGE AGREEMENT TO THE FOLLOWING ADDRESS:

West Virginia Motorcar Festival, Inc.
723 Kanawha Blvd. East – Suite 212
Charleston, WV 25301
Attn: Concessionaire Vendor Coordinator
Or E-mailed to: eprunty@suddenlink.net

PLEASE COPY THIS COMPLETE AGREEMENT FOR YOUR RECORDS

***** FOR CBRR&DW USE - Do Not Write Below*****

Concessionaire/Vendor Coordinator Date CBRR&DW Board Approval Date

CBRR&DW Board Approval Date

Total Amt Due: _____ Pmt Amount: _____ Pmt Method: _____ Date: _____

(ATTACH COPY OF VENDOR CHECK WITH THIS APPLICATION)