

**Charleston Boulevard Rod Run and Doo Wop
Concession and Vendor Application/Contract
723 Kanawha Blvd, E Suite 212 – Charleston, WV 25301
1-888-4DooWop**

SHOW YEAR: _____

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Primary Vendor Contact – Name: _____
Contact Phone Number: _____

Alternate Vendor Contact – Name: _____
Contact Phone Number: _____

Concessionaire Vendor Space and Participation Fees:

Please indicate the number of spaces desired – all spaces are as specified and do not include parking of accessory/employee/volunteer vehicles or trailers, nor storage. Your entire set-up must fit the space(s) selected. CBRR&DW will assign location and space.

Space Requested:

Kanawha Boulevard, East of I-64 Bridge

- 10' X 20' space (\$1,000 each) _____
- 10' X 30' space (\$1,500 each) _____

Magic Island

- 10' X 10' space (\$750 each) _____

Electrical Hook-ups:

Please specify number needed _____ @ \$100 each for a total of \$ _____

Number of circuits (outlets) needed: _____ Voltage: 120 **or** 120/240 Amps: _____
Circle One

Please describe any special hookup(s) needed:

#12 gauge extensions cords are the vendor's responsibility (at least 50') and must meet all regulatory agency minimum requirements. No substitutions allowed.

MENU

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.

| | | | |
|----------|----------|-----------|----------|
| 1. _____ | \$ _____ | 6. _____ | \$ _____ |
| 2. _____ | \$ _____ | 7. _____ | \$ _____ |
| 3. _____ | \$ _____ | 8. _____ | \$ _____ |
| 4. _____ | \$ _____ | 9. _____ | \$ _____ |
| 5. _____ | \$ _____ | 10. _____ | \$ _____ |

_____ Check her if you have added an additional page of menu items or if you listed additional menu items on the back of the application.

Ice will be available on site for a small fee. **No** outside ice may be brought in at any time. Fee will be determined and announced at a later date.

Alcoholic beverages are **STRICTLY PROHIBITED** on festival grounds.

Please provide a picture of you booth/set-up, along with this application.

CBRR&DW reserves the right to refuse the services and/or products of any concessionaire or vendor, at the CBRR&DW discretion. Further, CBRR&DW reserves the right to remove any concessionaire or vendor for violation of their agreement or CBRR&D&W rules, written or expressed.

CERTIFICATES

The following authorized and current certificates must be mailed/faxed and received by the CBRR&DW prior to **August 15..** Concessionaire/vendors will **NOT** be allowed to set up unless certificates and full payment for vendor spaces have been received.

1. West Virginia State Tax Department Business Registration Certificate
2. Kanawha County Health Department Certificate
3. Certificates of Insurance endorsing each of the following as "additional insured"
 - a. City of Charleston – P.O. Box 2749 Charleston, WV 25303
 - b. West Virginia Motorcar Festival, Inc.

Separate Certificates are required.

Certificates 1 and 2, above, must be displayed in the booth at all times during the event.

**Applications should be made payable to: Charleston Boulevard Rod Run and Doo Wop
723 Kanawha Blvd, E – Suite 212**

Printed Name of Vendor Authorized Party

Authorized Signature and Date

Vendor Guidelines:

- 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.
- Concessionaire/vendors will be assigned a time and location to meet the Event Concession Coordinators, on the day of set up. Set up will not start until after 6 PM on Wednesday.
- Supplies delivered by motor vehicles will have to be brought in prior to 10 AM daily. Moving vehicles and vehicles left on-site after the set time will be ticketed and towed at the owner’s expense. All vehicles must be parked in official designated and legal parking spaces. **NO EXCEPTIONS**
- Menu Boards are to be professional in appearance. No handwritten boards.
- Concessionaire/vendor participation is reasonably expected during all show hours, as applicable to location and product.
- 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. Any fans used must be placed to blow in an opposite direction from said parked cars. Grills are to be kept back, away from the public.
- Grills may not be placed in tents, under canopies, or in concession stands.
- Tents or canopies must be secured.
- 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.
- Emergency vehicle access must be maintained at all times.
- Tents or canopies must be spaced 10 feet apart and have 10 feet clearance from combustibles.
- LP Gas tanks must be stored at least 5 feet from buildings, tents or walkways.
- Exit ways, from confined areas, must be provided for crowds.
- All cables, connectors and power cords must be taped down, or covered with ramps, to prevent trip/fall hazards.
- Cleaning and trash removal shall be performed nightly.
- 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 OF CITY PROPERTY.** Any fines associated with improper disposal or costs incurred by the CBRR&DW for disposal will be the responsibility of the vendor. **Failure to comply with this stipulation will jeopardize future participation as a vendor.**
- 50 Feet of 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.

- **NO PETS** are permitted on the festival grounds, at assigned vendor space, or in any food preparation, serving or storage area.
- Because CBRR&DW provides a sound system and announcements for the public, no music, chimes, other such audible sounds shall be permitted by vendors.
- Concessionaire/vendors, their employees, and all persons working in the booth must comply with all governing regulatory agency rules and regulations.
- Concessionaire/vendors will abide by all reasonable requests of Event Concession Coordinators and/or CBRR&DW Board of Director members.
- Upon acceptance by the Board, to be a participating vendor, you will be expected to comply with any additional application processes, as required
- **ALL FEES AND PAYMENTS ARE DUE, IN FULL, WITH THIS APPLICATION. APPLICATIONS MUST BE POST-MARKED ON OR BEFORE JUNE 1.** In the event an application is not approved by the Board, payment will be refunded. **ALL OTHER FEES ARE NON-REFUNDABLE.**
- All correspondence and submission of application is to be as follows:

**West Virginia Motorcar Festival, Inc.
 Attn: Event Concession Coordinator
 723 Kanawha Blvd, East Suite 212
 Charleston, WV 25301**

By signing this agreement the Concessionaire/Vendor agrees to comply with the aforementioned terms, conditions, and commitments.

Concessionaire/Vendor Name: _____

Owner: _____ Business: _____

Signature: _____ Date: _____

| | | |
|-----------------|------------------|-------------|
| Board Approval: | Signature: _____ | Date: _____ |
| | Signature: _____ | Date: _____ |
| | Signature: _____ | Date: _____ |

For Office Use ONLY:

Payment Rec'd: Amt _____ CK#: _____ Date _____

Agreement valid only on approval by the Charleston Boulevard Rod Run and Doo Wop Board

www.charlestonwvcarshow.com