



FOOD VENDOR APPLICATION

Blacksburg Fork & Cork
SATURDAY, APRIL 21, 2018
12 pm - 6 pm

The Blacksburg Partnership is pleased to announce the 10th annual Blacksburg Fork and Cork on Saturday, April 21, 2018 at the Virginia Tech Corporate Research Center in Blacksburg, VA. This unique festival will feature Virginia wine, local art, live entertainment, and more. This much anticipated event provides a wonderful opportunity for the community to come together and for local and regional restaurants to promote and sell their products to a diverse group of audiences. This festival bring attendees from all over the region and the Commonwealth for a fun day of tastings in a beautiful outdoor venue. Festival attendees enjoy wine, art, food, music, and our unique charity event, *Can Do!*. Join us and an anticipated 4,000 attendees for a fantastic day filled with food, wine, art and fun!

Food Vendor Information

Vendor Name

Contact Name

Street/Mailing Address

Phone Number

City, State, Zip

Email

Day of Event Contact Name

Day of Event Contact Mobile Number

Web Address

Briefly describe the products you will bring: _____

We are pleased to offer a 20' x 10' festival space.
Tents are **required** for all vendors. All tents, tables, and chairs must be provided by the vendor.
Space is limited, reserve early.

THIS IS A RAIN OR SHINE EVENT.

The Blacksburg Partnership • 506 South Main Street • Blacksburg, VA 24060
Phone: 540-443-2008 • Fax: 540-443-3995 • Email: info@blacksburgforkandcork.com

www.blacksburgforkandcork.com

Registration Information

All applications and payments must be returned on or before **Friday, February 2, 2018**. We will only accept applications returned with payment included. Event to be held at 1600 Innovation Drive, Blacksburg, VA 24060 in the Virginia Tech Corporate Research Center.

\$150.00 20' x 10' early bird fee (**application must be submitted before December 31st, 2017**)

\$200.00 20' x 10' space fee (**if received after December 31, 2017**)

Payment Information	
<input type="checkbox"/> Check Enclosed (payable to The Blacksburg Partnership)	Name on Card _____ Expiration Date _____
<input type="checkbox"/> Credit Card Payment	Credit Card # _____ CVC _____
	Signature _____

Food Vendor Suggestions

In the spirit of Blacksburg Fork & Cork, a food, wine and art festival, it is our goal to encourage attendees to try a variety of food options throughout the day just as they are sampling a variety of wines. Each restaurant is encouraged to try and include the following elements when planning their menus:

- 1. Appetizer Portions:** A minimum of 2 appetizers to be offered, or you may serve only appetizers if you prefer. All appetizers must be priced between \$1 and \$5 each.
- 2. Samples:** Vendors are strongly encouraged to offer samples to festival attendees. Samples should be bite-size and not full meals.
- 3. Food Offered for Sale:** All menu items (including appetizers) must be on your regular menu or specials that highlight your restaurant's overall style. Adjustments may be made to accommodate equipment differences, portion sizing, pricing restraints, and ease of service, but should be consistent with the overall style of your restaurant. If you wouldn't serve it in your restaurant, don't serve it at Fork & Cork! Only non-alcoholic beverages are allowed for sale at restaurant booth spaces.

Terms and Conditions

1. Event coordinators reserve the right to accept or decline any application. Applicants are accepted on a first-come, first-served basis with a limited numbers of available spaces.
2. Set-up will begin at 8:00 a.m. on Saturday, April 21, 2018. All vendors must be in place and vehicles removed by 11:00 a.m.
3. All participants must operate on Saturday, April 21st from 12:00 pm to 6:00 pm. For the safety of our attendees, no wineries or other vendors will be allowed to bring vehicles into the festival area before 6:20 p.m. to pack up their booths.
4. Booth equipment such as cooking and serving equipment, tents, tables and chairs must fit within the 10' x 20' space provided. **TENTS MUST BE WEIGHTED AND SECURED.** Each restaurant is responsible for providing their own tables, equipment, linen, signage, etc.
5. Food vendors must obtain a health permit. The Blacksburg Partnership will facilitate the permit process and must receive payments and applications directly. Payments and applications from all food vendors will be submitted at once by The Blacksburg Partnership. Make \$40 checks for temporary health permit out to "MCHD" (Montgomery County Health Department).
6. Every food vendor must have a currently inspected 5lb or larger ABC fire extinguisher on site. If a fryer will be in use, a K-style fire extinguisher is required. Food vendors must abide by all requirements on the Temporary Restaurant Checklist.
7. All vendors must state the items they will be offering in advance to avoid duplications and provide an interesting variety to the attendees.
8. Four full-festival (wine tasting) wristbands will be provided for restaurant staff working the festival (must be 21 or over). Additional restaurant staff will be provided general admission (non-tasting) wristbands. All restaurant staff must check in at Vendor Check-in prior to their shift to obtain wristbands.
9. Each vendor will be responsible for his/her property. The Blacksburg Partnership and Virginia Tech Corporate Research Center and their officers, agents, employees and volunteers are not responsible for any damage, theft, or loss for any reason.
10. Electricity will not be provided to vendors or wineries. If accepting credit card payments for food purchases, please bring manual or wireless credit card machines.
11. REGISTRATION FEES ARE NOT REFUNDABLE UNDER ANY CIRCUMSTANCE.
12. The festival will go on **RAIN OR SHINE.**

All proceeds from this event will go to The Blacksburg Partnership to help continue its mission to improve the quality of life in Blacksburg. Visit www.stepintoblacksburg.org for more information.

*Please use this form to register and return before **Friday, February 2, 2018**.
All follow-up details will be emailed.*

I have read and agree to the Terms and Conditions.

Signature

Date

The Blacksburg Partnership • 506 South Main Street • Blacksburg, VA 24060
Phone: 540-443-2008 • Fax: 540-443-3995 • Email: info@blacksburgforkandcork.com

www.blacksburgforkandcork.com



APPLICATION CHECKLIST

Please make sure all of the following information is included with your application:

- Completed Restaurant Application
- Payment for booth space
- Copy of liability insurance naming The Blacksburg Partnership as additionally insured
- Completed Health Permit application and applicable fees, receipt from prior payment in 2018, or current Health Department Permit. The Blacksburg Partnership must receive checks/receipts directly and will submit checks/receipts and applications on your behalf. Make \$40 checks payable to "MCHD".
- List of menu items and prices available for purchase.

**Completed applications are due no later than
February 2, 2018.**