



smithfield isle of wight

hams, history, hospitality & heart

SMITHFIELD OLDEN DAYS, June 26, 2010 *Food Vendor Application*

Smithfield Olden Days will be held on June 26th 10:00 am - 5:00 pm in downtown Historic Smithfield. This is a wonderful family event free to the public. We have something for the entire community; art, crafters, antique cars, homemade raft race, BBQ cook off, and so much more. All vendors and exhibitors are an important part of our festival and we value your participation in all of our events.

Please read the vendor application information, including dates and times of Smithfield Olden Days. If you are interested in participating, please fill out the application and mail it with a check to the address below. **The application deadline is June 1, 2010.** Any applications received after June 1, 2010 may not be accepted. All approved applicants will receive a written or electronic mail notification.

We look forward to working with you on what will be a great family event. If you have any questions, please feel free to send me an email at tthompson@iwus.net or give me a call at 757-357-2214.

All food and beverage vendors MUST have a Health Department Certificate.
Contact Stacey Galuffo the IOW Health Department 757-357-7242.

Fee: \$50.00 Make checks payable to:

S.H.D.B.A.

Mail To:

Terry Thompson

C/o Smithfield & IOW Tourism

319 Main Street

Smithfield, VA 23430

Rules & Regulations

1. All booths will be outside. Vendors must provide their own tents, tables, chairs and any items needed for their booth. Electricity is not available. Space size is approximately 100 Square feet but we will work with all food trailers. Please note the street is not level, no vehicles are allowed on the sidewalk.
2. We will need a copy of your insurance, Health Department Certificate, and Tax I.D.
3. **Set up begins at 8:00 on Saturday and breakdown starts at 5:00 pm. Please Enter Main Street from Church Street and Exit on Institute Street. DO NOT BLOCK MAIN STREET WITH YOUR VEHICLE AT ANY TIME. All vehicles must be off of Main Street by 9:30 am on Saturday.**

4. There are a limited number of spaces for this event. No reservation for space without this **COMPLETED FORM**. Get your reservation in early.
5. Booths must be manned at all times during the festival. Saturday June 27, 2010, 10:00 am-5:00pm.
6. We reserve the right to refuse anyone.
7. No Crafters or artists are permitted to sell food.
8. We do not have a rain date for this event. Non-refundable application fee unless the event is canceled due to extreme weather conditions.
9. Please send a copy of the menu you will be serving.
10. After we receive your check and menu we will send you the health department food vendor application.
11. **Clean-Up** Exhibitors and Food Vendors are required to leave their areas clean after displays are removed.
12. Please see 3rd page for application, keep this top portion for your records.

PLEASE RETAIN THIS SHEET OF INFORMATION FOR YOUR REFERENCE.

Thank you!

SMITHFIELD OLDEN DAYS 2010

June 26

Food Vendor Registration Form

Name of Applicant/Contact Person: _____

Name of Business: _____

Email: _____

Address: _____

Town: _____ State: _____ Zip: _____

Telephone Number: _____ Daytime: _____ Cell: _____

Tax ID #: _____

Size of Space required: _____

Food/Drinks items you will be selling: _____

Fee: \$50.00 Make checks payable to:

S.H.D.B.A.

c/o Smithfield & IOW Tourism

319 Main Street

Smithfield, VA 23430

Contact: Terry Thompson, Special Events Coordinator

Smithfield & Isle of Wight Convention and Visitors Bureau

tthomps@isleofwightus.net

www.visitsmithfieldisleofwightus.net

Phone 757-357-2214

Fax 757-365-4360

For office use only: _____

Received by

Date received