

2020 Food Vendor Guidelines

Full Service and Specialty Food Service



FloydFest Site ~ 894 Rock Castle Gorge, Floyd, VA 24091

GENERAL FOOD BOOTH SPACE INFORMATION:

- **FloydFest begins on Wednesday, July 22nd at 3pm: The primary contact involved with check-in and setup of the booth space must be onsite NO LATER than 9pm Tuesday July 21st and open for business by 3pm Wednesday, July 22nd.**
- **FloydFest ends on Monday, July 27th, at 12 Noon. Concessionaire food vendors must be open until at least 10pm Sunday night and may begin to load out on Monday at 12 Noon. Food vendors are encouraged to serve breakfast on Monday morning.**
- ***NEW* All vendors will be subject to search when entering the festival grounds by festival security.**
- All concessionaires are provided electricity and water (included in vending fee).
- Spaces are 10' width X 20' deep. Canopies, where used, MUST fit in the 10' X 20' space.
- ***NEW* In 2020 in compliance with the State of Virginia Fire Code, FloydFest will be providing most tenting for food vendors. This cost will be passed on to the vendors in a tenting fee. More info will be provided by the acceptance date. Additionally, propane will now be distributed and managed through FloydFest. This cost will be passed on to vendors in a propane fee. More info will be provided by the acceptance date.**
- All Vendors with grease laden cooking equipment (i.e. deep fat fryers and flat top grillers) need a 1.5 gallon K-guard fire extinguisher.
- Fire code states that all vendors who have any open flame appliance and/or apparatus must have a flame retardant treated canopy and a 5 pound ABC fire extinguisher. Additionally, all propane tanks MUST be secured adherent to State of Virginia fire code.
- There is no used cooking oil collection at the FloydFest site. Please plan accordingly to carry all used cooking oil offsite when you leave.
- Booths have aisles between them that have been dictated by the local Fire Marshall. This space between booths is for safety and needs to be kept clear.
- Booth must have a temporary floor consistent with Government Health and Safety Regulations.
- A water hookup is available; please bring food grade hose sufficient to run from the main water supply to booth space.

- Units are provided for the disposal of grey water, which AtWP will be responsible for hauling and emptying.
- A timber frame façade extends along the main Food Vendor row. Vendor banners will be affixed to the façade and need to fit the 10 x 3 dimensions of the timber frame. Ideal banner size is 8 x 3 or 9 x 3. Food Vendors should bring a 2 x 3 supplemental chalk and white boards for detailed description and pricing. Banners should not be generic and should reflect the business name. This applies to ALL food vendors, regardless of placement. Food vendor tents should be 10 x 20, setup should fit within this space.

	Minimum Vendor Hours	Festival Hours for Patrons
Wednesday 7/22/20	12pm-8pm	9am-12am
Thursday 7/23/20	10am-12am	9am-2am
Friday 7/24/20	10am-12am	9am-2am
Saturday 7/25/20	10am-12am	9am-2am
Sunday 7/26/20	10am-8pm	9am-12am
Monday 7/27/20	Optional	9am-12pm

FOOD VOUCHER PROGRAM

All Food Concessionaire and Specialty Food Vendors must participate in our Food Voucher Program. Food vouchers will be printed in our AtWP office with amounts based on the menu pricing submitted with applications. Food vouchers are for artist and staff use during the festival and should be treated as cash by booth personnel. If you wish to view your food vouchers before the festival, email vendor@atwproductions.com.

FOOD DISTRIBUTOR

All Food Vendors are required to order through Sysco or Woods Produce for onsite deliveries.
 Sysco Contact: Chris Beckner (540) 397-0872 beckner.chris@va.sysco.com
 Wood's Produce: www.woodsproduce.net, (800) 952-2978.

All certified compostable foodservice products should be ordered through Dade Paper. Contact: Billy Powell: 980-721-6885 and BPowell@dadepaper.com. Billy will also be onsite during the event for your re-stocking convenience of compostable wares.

ELECTRICITY

- **Electricity is included with your vendor fee. Maximum electricity allowance per vendor is 120v, 20amps.**
 - Limited electricity is included in your vendor fee; we ask that electrical usage be limited to only what is required to operate your booth. Electricity should not be used for camping or extraneous items. Using more than your allotted supply of electricity strains the supply and could possibly cause rolling outages. All outlets are 110v.
 - You must provide your own weather safe drop/extension cords. We recommend bringing 100' of outdoor electrical extension cord.
 - All bulbs used must be CFL's or LED's in accordance with the FloydFest Sustainability Guide.

INSURANCE/PERMITS

- Proof of General Liability Insurance is required by Virginia State Law; documentation must be provided.

- A Temporary Restaurant Permit must be obtained from the Patrick County Health Department. Documents will be emailed to you upon acceptance. The Temporary Restaurant Permit application and \$40 payment should be sent directly to Patrick County Health Dept. at least 10 days before the Festival. No payments can be accepted onsite. If you have already obtained a permit from Virginia for the 2020 season, you should be prepared to provide it pre-festival.
- Food Vendors should be prepared to be inspected by the Health Dept. by 12 pm on Wednesday 22nd, 2020.

Patrick County Health Department
P.O. Box 428 Stuart, Va. 24171
(276) 693-2068
jessica.phillips@vdh.virginia.gov
Roger.Maxie@vdh.virginia.gov

ACCOMODATIONS/CAMPING

- The festival is located on 80 rural acres; primitive camping is permitted through Sunday night.
- **Vendors may camp in the 'Park and Camp' Vendor/Staff parking lot with a Vendor Tent Tag.**
- All Vendor tents require a Vendor Tent Tag. **Additional Vendor Tent Tags are available upon request.** GA tent tags are \$55 and are available on our website, www.floydfest.com.
- Upon arrival, Tent Tag tickets will be exchanged for a weather-proof credential and zip-tie which must be affixed to the zipper of your tent or tent-like structure.
- 'Unplugged' RV spaces are available on a limited, first-come: first-served basis in the offsite Delta Lot ONLY. There will be regular shuttles running to and from the offsite parking areas and the Festival grounds around-the-clock beginning Sunday, July 19th. The cost for an 'unplugged' RV space is \$199.
- Drinking water, port-o-johns and outdoor showers are available.

PARKING

- Each Full-Service Food Vendor will be issued TWO (2) vehicle parking pass to be used in the Vendor/Staff Parking lot. Please note the designated areas for Vendor/Staff Parking.
- Specialty Food vendors are issued ONE (1) vehicle parking pass to be used on their service vehicle to be used in the Vendor/Staff lot.
- The Vendor Parking lot is on a hill and is designed for cars/pickups/vans. Box trucks will be parked offsite.
- The Vendor/Staff Parking lot is closed for entry and exit between the hours of 10am to 7pm.
- Vendor Reentry Parking Passes are located at Vendor HQ and for use by both full-service and specialty vendors for entry into the festival site for supply deliveries. Entry and exit are limited to the hours between 7pm to 10am daily.

Offsite parking passes for assistants are \$30 (payable in cash at the parking lot entrance) and are in the DELTA lot, (Sun-Tues) 3 miles away, or the ALPHA lot, 1 mile away, (Weds-Mon). Shuttle buses and/or vans will travel continuously between the parking lot and the festival site all week

CHECK-IN & SETUP

Vendors with an onsite parking pass may check-in at the drive through toll booth at the festival site entrance. Vendors with an *onsite parking pass* may follow directions to *the festival site* on the vendor page on the website, www.floydfest.com. After checking in and exchanging pre-printed tickets for the coordinating item, vendors will drive into the festival and stop at Vendor HQ, located in the CEPOT next to the General Store, to be escorted to the booth location. Vendor assistants parking offsite may exchange pre-printed tickets for coordinating items at the offsite parking lot box offices and shuttle into the FloydFest site.

All check-in and setup needs to be completed during the hours listed below:

Sunday	July 19th, 2020 12 pm - 6pm
Monday	July 20th, 2020 10 am - 8 pm
Tuesday	July 21st, 2020 9 am - 9 pm*

The festival begins at 3pm on Wednesday, July 22nd to all 5-Day Ticket holders and VIP's.

If extenuating circumstances prevent a timely arrival, please email Emily, the Vendor Coordinator at vendor@atwproductions.com or call or text at (757) 615-5478.

- **All vendor assistants with a 'Vendor' ticket may arrive any time after Sunday, July 19th and vendor assistants with a GA ticket must arrive on the day specified on their ticket.**
- The Vendor Coordinator and/or assistants will greet you at Vendor HQ and be available to you during setup and throughout the festival. Assistance and golf cart shuttles will be available during the festival by visiting Vendor HQ near the FloydFest General Store from 8am to 8pm daily.

LOAD OUT

FloydFest ends at 12 noon on Monday. Food vendor booths should remain open until at least 10pm on Sunday evening. Concessionaire food vendors are encouraged to stay open until 12 midnight at which time the music will be ending for the night. Additionally, patrons will still be onsite on Monday morning and a few concessionaire food vendors will need to be open to serve them breakfast. Concessionaire food vendors may begin to load out Monday at 12 noon.

2020 FloydFest VENDOR RULES & REGULATIONS

1. Collecting and reporting of the 5.3% Virginia Sales Tax and any local tax is the responsibility of the Vendor.
2. All fees are due by April 20th 2020.
3. All Vendors **MUST** be checked in by Tuesday, July 21st, 2020 at 3pm.
4. Absolutely **NO** PETS allowed on festival grounds.
5. No drugs, no outside alcohol, no weapons.
6. FloydFest will not be postponed or cancelled due to inclement weather. Vendors should be prepared for any weather.
7. Across-the-Way Productions reserves the right to deny any application without explanation.
8. All exhibitors and assistants must follow FloydFest Vendor Rules & Regulations.
9. Vendors may use the space they have rented **ONLY**. Extending beyond the boundaries of your rented space could result in additional fees and/or expulsion from the Festival.
10. The FloydFest name and logo are registered trademarks. No product or service bearing the FloydFest name or logo -- or the name or logo of any of its sponsors-- may be sold or marketed in any manner without prior consent from the Festival or the sponsor.

11. Across-the-Way Productions and contracted workers are not responsible or liable for accidents, loss, theft, or claims resulting from exhibitor's participation. Exhibitors are fully responsible for protection of their property and for securing their tents and displays.
12. All light bulbs must be CFLs or LEDs.
13. Maximum Electricity allowance per vendor is 120v, 20amps.
14. All composting requirements outlined in application must be followed by food vendors.
15. All vendors may be asked to remove any items not consistent with their application.
16. Vendors must bring their own tents, displays, and equipment.
17. The Sustainability Program Vendor Requirements must be read and adhered to.

Please review the Vendor guidelines and the regulations listed here. You are responsible for being an informed participant and following all Festival Rules & Regulations. Please contact Emily Laney, Vending Coordinator, (757) 615-5478 or vendor@atwproductions.com with questions. Thank you in advance for your cooperation.

2020 FLOYDFEST FOODSERVICE & VENDOR SUSTAINABILITY PROGRAM

This information is applicable to all FloydFest areas; including Concessionaires, Vendors, Hospitality and Catering

ELECTRIC LIGHTING REQUIREMENTS

Compact Fluorescent Lights (CFLs) or Light Emitting Diode (LED) bulbs are required in all light fixtures at FloydFest, including small Christmas-type lights, for their high energy efficiency and longevity. CFLs contain a small amount of mercury and must be disposed of properly. Please bring used or broken CFLs to the collection container at the Staff Admin building and use caution (only use water to clean, no vacuum).

FOODSERVICE PACKAGING, RECYCLING & COMPOSTING

FloydFest is now in its NINTH year of a zero waste effort that requires all foodservice items to be recyclable or compostable, and for all service providers to sort their waste at their work and camp areas.

Anyone using non-recyclable or non-compostable packaging (without prior approval) will be required to purchase appropriate materials on-site. Failure to comply with this request will jeopardize participation in future events and cause issues with our program.

Across-the-Way Productions has teamed up with Dade Paper to offer low pricing on certified compostable foodservice products. The Dade Paper contact is Sales Manager, Billy Powell; he can be reached at 980-721-6885 and BPowell@dadepaper.com. Billy has a full range of products, and continues to maintain that his pricing is the best available. If you have any questions, please contact vendor@atwproductions.com.

STEPS TO FOLLOW:

1. **Minimize use & distribution of disposable, single-use and difficult to separate items** like straws, bags, utensils, condiment packets, jelly or butter tubs, aluminum foil (plain or lined), plastic wrap, plastic lids and stirrers. Use bulk when possible.
2. **Use certified compostable items only** for foodservice packaging. ***PLEASE NOTE*** Items with recycled content, conventional paper cups and plates, and/or those called "biodegradable" are not the same as certified compostable.
 - Certified Compostable hot and cold cups (both paper and corn plastic cups), lids (no polystyrene lids).
 - Certified Compostable paper and other fiber-based plates, trays, bowls, clamshells, boats and other containers.
 - **BAGS:** Ziploc now makes a compostable bag: <http://www.scjgreenchoices.com/compostable-bags>
 - Wax paper, paper towels & napkins are compostable and do not need certification.



3. **Utensils and Straws. Utensils must be 1) wooden or bamboo and 2) certified compostable.** NOT any type of compostable plastic (PLA, etc.). Straws must be Earthcraft certified compostable type. We have made this switch because of issues with identification and actual breakdown in our compost pile. Both c
Paper. **Look for this**
4. **New recycling stream: clean and dry plastic film!** Includes grocery plastic bags; bread bags; tortilla bags; bags that cups, plates and napkins come in; wrap around drink cases; paper product wrap and much more! Please help us figure out a way to keep this material separate for Green Team collection in your work space (such as using a cardboard box).

PROHIBITED ITEMS:

- Styrofoam/Polystyrene
- Plastic cups, straws, bowls, tubs, utensils. It's okay to sell pre-packaged drinks in plastic containers or cans.
- Difficult to separate packages like a wax paper-aluminum foil combination.

WASTE SORTING

Your waste must be **properly sorted** into three streams (**please see attachment** for details). We will have stations set up throughout the festival; however, **please plan ahead and bring buckets or other tubs** to separate trash, recycling & compostable food waste within individual kitchens or set-up areas. The three streams are:

1. Food waste and other compostables
2. Recycling (glass, plastic, metal, paper, flattened corrugated cardboard)
3. Landfill Trash