



GATE 5 INDUSTRIAL ART FESTIVAL
Sponsored by the Renaissance Weirton Corporation
Weirton Event Center
Saturday, October 20, 2018
11:00 a.m. – 8:30 p.m.

Mailing Address:
Renaissance Weirton
200 Municipal Plaza
Weirton, WV 26062

Physical Address:
Weirton Event Center
3322 East Street
Weirton, WV 26062

FOOD VENDOR INFORMATION

*The Gate 5 Industrial Art Festival is a free community event; there is no admission charge.
The festival is sponsored by the Renaissance Weirton Corporation,
which is a nonprofit entity that is working to help celebrate our city's industrial roots.*

*The Gate 5 Industrial Art Festival will begin at 11:00 a.m. and end at approximately 8:30 p.m.
Food vendors are expected to commit to stay for the entire time.*

*The Top of West Virginia Convention and Visitors Bureau will be assisting us with advertising.
We ask that you provide us with your logo/marketing information for advertising purposes.
We want you to have a successful and lucrative experience.*

INFORMATION AND QUESTIONS: DELOI@CITYOFWEIRTON.COM

Your Certificate of Liability Insurance **MUST** be included with your application and check.

Food vendors will be set up along East Street and picnic tables will be available for festival goers to enjoy their food here as well.

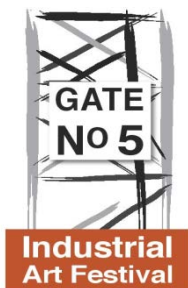
Your food vendor space is approximately 20 feet in length and 10 feet wide. Your truck/trailer, including hitch, must fit within this space. If you require a larger set-up space, please let us know.

Spaces are assigned at the discretion of the Renaissance Weirton Corporation on a first come, first served basis as completed applications are received. Most space numbers will change each year; no vendor should expect a guaranteed space location from year to year.

Please see the attached Hancock County Department of Health – Application for a Permit to Operate a Temporary Food Establishment. A Health Department Permit is required with a cost of \$10. The Hancock County Department of Health will conduct an on-site inspection of your food booth. Any questions you have regarding this inspection should be directed to the Department of Health at 304-564-3343.

***Set up:** No sooner than 5:00 p.m. on Friday, October 19 or no later than 10:30 a.m. on Saturday, October 20, 2018.
Take down: No later than 11:00 p.m. on Saturday, October 20, 2018.*

A committee member will be there from 5:00 p.m. to 8:00 p.m. on Friday, October 19. Please do not arrive before 5:00 p.m. **UNDER NO CIRCUMSTANCES** is anyone allowed to pull their truck/trailer in, park it where they think it belongs, and leave. **Everyone must be set up and ready by 10:30 a.m. on Saturday, October 20.**



2018 GATE 5 INDUSTRIAL ART FESTIVAL RULES AND REGULATIONS

APPLICATION AND PAYMENT:

- Application deadline for vendors is September 1, 2018 (August 1, 2018, for the 10 percent discount).
- Payment in full is due with your application. Your cancelled check is your receipt.
- No rain date - the festival is held rain or shine. No refunds will be given.
- Anyone selling a food product must have proof of insurance and this must accompany your application with the Renaissance Weirton Corporation as the certificate holder.
- Electricity needs must be indicated on your application and you must supply your own heavy-duty cord. You should come prepared in case of a power outage.

VENDOR PARTICIPATION:

- Food vendors are expected to stay for the duration of the festival.
- Vendors must not leave prior to the end of the festival except in cases of emergency. Please notify the Festival Committee if you must leave before the end of the festival at 8:30 p.m.
- You may set up your space on Friday, October 19, 2018, from 5:00 to 8:00 p.m.
- All vendors must be in their designated space and ready for the festival to begin by 10:30 a.m. on Saturday, October 20, 2018. Under no circumstances will you be permitted to drive through the festival grounds after starting times.
- Vendors must not leave their stand or cooking oil/grease.
- Absolutely no alcoholic beverages are permitted on the premises.
- The Renaissance Weirton Corporation is not responsible for any lost or stolen items.
- Pets and bicycles are not permitted on the festival grounds. Only exceptions service dogs and pets with the rescue pet vendors which have been given permission by the Festival Committee.
- Please notify the Festival Committee as soon as possible as to any special needs or accommodations.

VENDOR SPACES AND MERCHANDISE:

- You must stay in your allotted space (no soliciting or product permitted in walkways). No unapproved signage is permitted outside of your assigned spot.
- You cannot change your assigned spot on your own. Consult with the Festival Committee on any issues.
- The Renaissance Weirton Corporation reserves the right of placement for all vendors to ensure the success of the festival.
- No carnival or flea market type items permitted except Children's Area prizes or as otherwise designated by the Festival Committee.
- The items you indicate on your application are the only items which can be prepared and sold at the festival. Be specific when listing items on your application.
- Raffles require special permission by the Festival Committee in advance.



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Saturday, October 20, 2018
11:00 a.m. – 8:30 p.m.
Rain or Shine!

Weirton Event Center
3322 East Street
Weirton, WV 26062

FOOD VENDOR APPLICATION

ORGANIZATION/BUSINESS NAME:

STREET ADDRESS:

CITY, STATE, ZIP CODE:

CONTACT NAME:

CONTACT EMAIL:

CONTACT PHONE NUMBER(S):

LIST ALL ITEMS TO BE SOLD:

COSTS

15 X 20 Space	\$95.00
Electricity	\$20.00
Water	\$25.00
SUBTOTAL:	
MINUS 10% DISCOUNT IF RECEIVED BY AUGUST 1, 2018:	
TOTAL:	
No Refunds	

- (1) APPLICATION FORM, (2) PAYMENT, AND (3) CERTIFICATE OF LIABILITY INSURANCE NAMING RENAISSANCE WEIRTON CORP AS THE CERTIFICATE HOLDER MUST BE RECEIVED NO LATER THAN SEPTEMBER 1, 2018

Check made payable to the Renaissance Weirton Corp and mailed to:

ATTN: Festival
City of Weirton
200 Municipal Plaza
Weirton WV 26062

MY SIGNATURE ON THIS APPLICATION INDICATES THAT I HAVE READ AND UNDERSTAND THE PROVISIONS OUTLINED BY THE RENAISSANCE WEIRTON CORPORATION. I AGREE TO CONFORM TO THE REGULATIONS AND GUIDELINES SET FORTH.

SIGNATURE:

DATE:



HANCOCK COUNTY HEALTH DEPARTMENT

P.O. Box 578, New Cumberland, WV 26047

Phone: 304-564-3343 FAX: 304-564-3410

DATE: April 11, 2018
TO: Food Vendors at the Gate 5 Industrial Festival
RE: Requirements for food vendors

To help insure that all food prepared and served to the public at fairs and festivals in Hancock County is safe, the Health Department has developed a list of Temporary Food Service Requirements. We are sending you this check list so that you will be prepared when the sanitarians inspect your food booth during the festival.

Foods MUST be prepared in an approved kitchen, inspected by the Health Department (West Virginia or Pennsylvania). If you have any questions, please contact the Hancock County Health Department at 304-564-3343.

Make sure you have adequate cold holding and hot holding.

Cold foods must be 41 DEGREES OR BELOW.

Hot foods must be 135 DEGREES OR ABOVE (after being cooked to proper temperature)

There should be a separate person taking money from customers, so that food handlers are not handling money in between serving food.

Thank you for your participation in the festival!



APPLICATION FOR A PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

EVENT NAME: **Gate 5 Industrial Festival**

Establishment is a Not for Profit Establishment is a For Profit
* **Health Department Permit is** * **Health Department Permit is**
FREE for Not-for-Profit groups **\$10 for this type of establishment**

Food Establishment: Name _____ Phone _____ Fax _____
Mailing Address _____

Location: _____ Dates of Operation _____

Applicant: Name _____ Age ≥ 18 ? Yes No Phone _____ Fax _____
Mailing Address _____ E-mail _____

Type Operation: PHF means Potentially Hazardous Food, those requiring temperature controls.

- No PHF Prepackaged non-PHF only or limited preparation of non-PHF
- Limited One or two main menu items. Cooking, cooling, reheating limited to 1 or 2 PHF. Limited hot and cold holding of PHF.
Limited advanced preparation for next day service. Raw ingredients require minimal assembly. Includes retail food stores,
- Full Preparing PHF using two or more of the following steps: cooking, cooling, reheating, hot or cold holding, freezing, or thawing.
Extensive handling of raw ingredients. Advanced prep for next day service.

Construction of establishment: Tent Mobile Unit (Trailer) Permanent Structure
Other _____

Attach sample menu or list menu on reverse side of this application.

I hereby certify that the above information is accurate. Further, I agree to comply with Legislative Rule §64 CSR 17, Food Establishments, and to allow the regulatory authority access to the establishment and to records as specified in that rule.

Date _____ Signature of Applicant _____

For Health Department Use Only

Date Received _____ Reviewed By _____ Permit Fee _____
Permit Issued Denied Date _____ Permit No. _____ Comments _____