



**2024 FOOD VENDOR APPLICATION**  
**Red Wing Roots Music Festival**  
June 21-23, 2024

**MAILING ADDRESS:**  
Black Bear Productions  
P.O. Box 491  
Harrisonburg, VA 22803

**VENUE LOCATION:**  
*(Do not mail to this address)*  
Natural Chimneys Park  
94 Natural Chimneys Lane  
Mt Solon, VA 22843

**DEADLINES/NOTIFICATION DATES**  
Application Deadline: April 1  
Notification of Acceptance by Email: April 10  
Vendor Fee Payment Due: May 1

**Contact Red Wing:** VENDORS@REDWINGROOTS.COM

Vendor Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name/Email/Phone: \_\_\_\_\_  
\_\_\_\_\_

**READ ALL INFORMATION and SIGN BELOW. PLEASE KEEP A COPY FOR YOUR RECORDS.**

**\*\*\*PLEASE NOTE: ALL FOOD VENDOR SETUP is on WEDNESDAY, June 19**

**Health Dept Vendor Inspection is Thursday 10am. Festival begins Friday 10am.**

**\*\*\*All vendors MUST provide their own fire extinguisher and MUST use tents that meet VA State Fire Code with fire-retardant material.**

**No basic EZ-ups allowed if cooking. Fire Marshall may be present for inspection.**

**GENERAL INFORMATION:**

- The vendor fee is \$1250. Small specialty concessionaires may qualify for reduced fee (i.e. Kettle Corn, Cotton Candy, Lemonade only, etc).
- Vendors must accept **Red Wing \$10 Food Vouchers** from some artists and staff. If the value of collected vouchers exceeds \$300 (thirty \$10 vouchers), vendor will be reimbursed at 80% value of the amount over \$300. Please collect and return vouchers to Vendor Coordinator on Sunday.
- All vendors are provided a 20-amp electrical supply. Vendors with electrical needs beyond that must specifically request in application.
- Electrical needs and appliances to be used must be listed and detailed on application below.
- We require the use of 12-gauge extension cords. If you do not provide your own, you will be required to purchase on-site from festival.
- VA state fire code requires that all vendors with any open flame appliance and/or apparatus **MUST** have a flame-retardant treated canopy and a fire extinguisher. All propane tanks **MUST** be secured adherent to State of Virginia fire code.
- **Vendor setup begins at 9am on Wednesday, June 19.**
- Vendors must be ready for health department inspection Thursday at 10am. Vendors may choose to operate on Thursday. The festival opens to onsite camping-pass holders on Thursday.
- Vendors are expected to remain open throughout festival program hours: Friday and Saturday from 11am-11pm, and Sunday from 11am-8pm. Vendors may open for morning service if desired. No vendor may break down prior to 8pm on Sunday.
- A shared refrigerated trailer is available for food storage.
- One water hose will be shared among all vendors. Vendors must provide their own water storage vessel. A grey water disposal tank will be provided. A grease disposal tank will be provided.
- We require adherence to Sustainability Program policies as detailed below.
- **\*\*No coffee beverage service allowed. Nomad Coffee has exclusive right to sell coffee products.**

**1. Space Provided:** Most spaces are 20' frontage X 10' deep; some are 10' frontage X 20' deep. Canopies **MUST** fit in the 20' X 10' space. Spaces are assigned at the discretion of Festival Organizers; no locations guaranteed. There is restricted parking for essential vehicles only behind your booth.

**2. Set Up:** Vendor arrival and setup will begin at 9:00am on Wednesday. All food vendors must be fully set up and ready for health inspection by 10:00am on Thursday. All vendors must supply their own tents, tables, 12-gauge electrical cords, lights, signage, displays, equipment, hand washing stations, etc.

**3. Credentials, Parking and Camping:** Each vendor will be allowed up to **SIX** employees passes. Non-essential staff vehicles must park in GA overflow parking lot. On-site parking is limited and restricted. Limited tent camping is provided for primary vendor staff. No RVs, trailers or popups allowed.

**4. Safety:** You are solely responsible for complying with all safety, health, and fire code requirements. You must have a fire extinguisher at your location if you are dealing with any electronic, cooking, or grilling equipment. VA state fire code requires that all vendors with any open flame appliance and/or apparatus **MUST have a flame-retardant treated canopy and a fire extinguisher**. All propane tanks MUST be secured adherent to State of Virginia fire code.

**5. Electrical Hook-up:** Black Bear Productions, LLC will provide 20 amps of electricity, unless otherwise arranged prior to festival. **We require the use of 12-gauge extension cords only**, 100' recommended. If you do not arrive equipped, you will be required to purchase on-site from the festival. No exceptions.

**6. Lighting:** Please remember to provide lighting for your area during the evening portion of the Festival. The event has perimeter lighting only. All bulbs should be CFLs or LEDs in accordance with the Red Wing Sustainability Guide. Where appropriate, we recommend using attractive, soft lighting and colored lighting. No harsh bright lights in the eyes, please!

**7. Access to Location during Event:** One vehicle may stay parked behind your assigned space. However, once the event begins, access to the vending area in a motor vehicle will be limited. This means you must stock your supplies in advance and make suitable arrangements to operate your space. Please conclude your stocking and set-up by 11 AM. NO DELIVERIES by large trucks to the vendor area are allowed at any time during the festival. You must meet the trucks at front gate parking lot if needed.

**8. State/Local Laws & Taxes:** You are responsible for paying all appropriate sales tax with respect to the sale of goods and for procuring all permits and documentation that are required by local and state government to operate within the state of Virginia. Each food vendor must comply with VA Department of Health codes for safe food handling.

A valid Temporary Food Establishment Permit is required. Information can be found by contacting the Central Shenandoah Health Department, (540) 332-7830. Food Vendors should be prepared for inspection by the Health Department inspector at any time, without notice. All food vendors must comply with VA state health and fire regulations.

**9. Indemnification and Insurance:** You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of your vending operations at The Red Wing Roots Music Festival. You must maintain your own liability insurance listing Black Bear Productions and Augusta County as Additional Insured. By participating in the festival, you are agreeing to indemnify and hold harmless Black Bear Productions LLC, Augusta County, Steel Wheels LLC, or any partner from any damages, lawsuits, or claims arising from any injuries or accidents.

*Venue location:* Natural Chimneys Park, 94 Natural Chimneys Lane, Mt Solon, VA 22843

**>>>>> You must list both of these as Additional Insured on your Certificate of Insurance <<<<<**

Black Bear Productions, LLC P.O. Box 491 Harrisonburg, VA 22803	Augusta County 18 Government Center Lane Verona, VA 24482
---	---

**10. Restricted Products:** Red Wing Roots Music Festival prohibits the sale of any item that is illegal to sell, distribute or purchase in the State of Virginia. Additionally:

- The sale of bottled water is prohibited; free water dispensing stations are provided.
- No glass bottles or products allowed for sale or service.
- Vendors are required to use disposable food service items that are 100% compostable; made from bio-based, renewable materials; or that are made with recycled content.

**11. Conduct:** You are responsible for controlling your employees/volunteers, and all vendors must conduct themselves in a courteous, polite and professional manner. All vendors must abide by the rules and regulations of the Red Wing Roots Music Festival. You are responsible for being an informed participant and following all Festival Rules & Regulations. We reserve the right to expel anyone due to errant or unsafe behavior, or failure to follow our policies or instructions.

**12. Additional Vendor Regulations:** Absolutely NO PETS allowed on festival grounds. No drugs; no outside alcohol; no weapons. Red Wing Roots Music Festival will not be postponed or cancelled due to inclement weather. Vendors should be prepared for any weather. Vendors are fully responsible for protection of their property and for securing their tents and displays. Any vendor may be required to remove any items not consistent with their application.

**13. Break Down/Clean Up:** All vending materials must be removed from the area no later than Monday at 12:00PM. You are responsible for removing all debris, trash and cooking materials from your assigned area to the trash dumpster and sorting station provided by Red Wing Roots Music Festival.

**14. Security:** There will be security during the advertised hours of the festival. While such security is provided, Black Bear Productions LLC, Augusta County, Steel Wheels LLC or any partner shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the aforementioned parties from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to securing and protecting your equipment and belongings.

Your signature acknowledges that you read, understand, and agree with the information, rules, fees, regulations, and sustainability program contained within this application and, if selected, will pay the appropriate fees.

Name (Printed): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return with a copy of your certificate of insurance to [vendors@redwingroots.com](mailto:vendors@redwingroots.com) or mail to:**

**Black Bear Productions  
VENDOR APPLICATION  
P.O. Box 491  
Harrisonburg, VA 22803**



## Red Wing Sustainability Program

At Red Wing, our goal is to tread lightly on this earth. Join us on our mission to minimize waste and our impact on the natural environment. What's good for the planet is good for our community.

**We STRONGLY encourage you to use certified compostable products.** We will have composting for these products and food waste located directly behind the food vendors with our Green Team station.



- 1) Vendors are **REQUIRED** to use disposable food service items that are 100% compostable; made from bio-based, renewable materials; or that are made with recycled content. Failure to comply with this request will jeopardize participation in future events.
- 2) The sale of bottled water is prohibited; free water dispensing stations are provided to patrons.
- 3) We require that all light bulbs used at your station be CFLs or LEDs. Power is a limited resource at the festival, and this is an easy, effective way to reduce your energy consumption.
- 4) 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.

### WASTE SORTING

**Please plan ahead and bring buckets or tubs** to separate trash, recycling & compostable food waste within individual kitchens or set-up areas.

A waste dumpster and Green Team station is located directly behind the food vendor row. Your waste must be **properly sorted** into three streams.

- Food waste and other compostables
- Recycling (glass, plastic, metal, paper, flattened corrugated cardboard)
- Landfill Trash

I HAVE READ AND WILL COMPLY WITH THE SUSTAINABILITY PROGRAM. Initial: \_\_\_\_\_

**VENDOR NAME:** \_\_\_\_\_

**Please fill out electrical needs COMPLETELY:**

ITEM	EQUIPMENT DESCRIPTION	AMPS REQUIRED	APPROVED/INITIAL (INTERNAL USE ONLY)
1			
2			
3			
4			
5			

ITEM	MENU PRODUCT NAME AND DESCRIPTION	SELLING PRICE	APPROVED/INITIAL (INTERNAL USE ONLY)
1			
2			
3			
4			
5			
6			
7			
8			

**Please briefly list any other festivals or large events for which you have operated as a food vendor:**