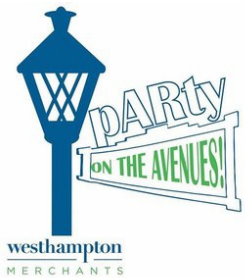




PARTY ON THE AVENUES

October 13, 2024



Food Truck Application

Party on the Avenues is an annual festival celebrating all the great shopping, food, and charm of the Westhampton neighborhood. The event is in the heart of Westhampton on Libbie Avenue from Patterson to Guthrie. Great food, craft beverages, local vendors & fun, family-friendly entertainment round out an amazing afternoon on the Avenues.

Funds raised through this event support capital projects, beautification, and support of small businesses within the Westhampton district. We are delighted to invite you to participate in our event this year.

Food Truck Fee: \$100.00

As a participating food truck, you will receive:

- Space to park your truck in a designated food area.
- Listing on our website
- Promotion on our social media outlets

We are unable to provide the following:

- Power (silent generators ONLY will be permitted)
- Running water

As a participating vendor, you agree to provide:

- Display appropriate health department documentation
 - if you are serving/selling food, you must acquire a COI naming Westhampton Merchants Association and City of Richmond as additionally insured.
- Health Department License
- City permit
- Handwashing station
- Your own signage for your space at the event
- Your own tent(s), table(s), and chair(s) (unless rented through us)

Party on the Avenues Food Truck Participation Form

OFFICIAL FOOD TRUCK NAME:

(Please write clearly)

CONTACT NAME:

PHONE YOU WILL ANSWER:

EMAIL ADDRESS:

ADDRESS:

WEBSITE:

PRODUCT (s): _____

PLACEMENT PREFERECE

SPACE SIZE: 10x10 OR 10x20

TENT RENTAL FEES: \$85 (10X10) _____

\$170 (10X20) _____

***Please note, tent rental includes weights. This for safety and required.

***If you provide your own tent, it must be weighted.

ADDITIONAL RENTALS: cost per item

WEIGHT (\$15) _____

TABLE (\$10) _____

CHAIR (\$5) _____

GRAND TOTAL: _____

Please initial each item:

_____ I understand that POTA will determine my booth location

_____ I understand that no rentals are included in my booth space unless specified

_____ I understand that the festival does not carry insurance to cover my personal property and that I store and display my products and belongings at my own risk

_____ I understand that, as an independent contractor, I will be responsible for reporting sales tax directly to the Commonwealth of Virginia and City of Richmond

_____ I understand that the festival makes no sales guarantees

_____ I understand that there is no electrical power or running water are available on site

_____ I understand that if I use a generator it needs to be a quiet or silent one

_____ I understand that load in times and details as well as a map will be shared closer to the event

_____ I understand that I may not park near my tent set up and must find street parking elsewhere

_____ I understand that I may not load in until 8am

_____ I understand that I may not load out until the event ends at 6pm and the police have cleared the public

_____ I understand that the roads will open back up at 8pm and all my materials will be removed by then

_____ I understand that my space needs to be cleared of all trash and left in the condition in which it was found

_____ I understand Party on the Avenues is the coolest event ever (just checking that you are still reading)

Signature: _____

Date: _____

To reserve your space at Party on the Avenues please complete the above application and mail or email the form to westhamptonrva@gmail.com by September 20, 2024

Payment Options:

- Check enclosed, Payable to Westhampton Merchants Association
- Please send me an invoice
- Pay via Square (Service fee will be applied)
- Pay via QR Code

Contact Information:

- Email: Westhamptonrva@gmail.com
- Mail checks: P.O. Box 18381, Richmond, VA 23226

To receive more information, please contact us at westhamptonrva@gmail.com

