

PARKERSBURG HOMECOMING FESTIVAL APPLICATION FOR CONCESSION

AUGUST 15, 16 & 17, 2003

Hours of operation: FRI 5:00pm – 11:00pm; SAT Noon – Midnight; SUN Noon – 10:00pm

NOTE: Proof of insurance must be included with application and payment. If proof of insurance is not included, your application and monies will be returned – no exceptions!

ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

PERSON RESPONSIBLE: _____ PHONE: _____

ITEMS SOLD: _____

(Must be in detail!!! Attach items sheet if necessary)

ITEMS GIVEN AWAY: _____

(Must be in detail!!! Attach items sheet if necessary. This must be completed in detail to identify items that may cause a conflict between concessionaires selling items for profit versus vendors giving items away. Courtesy water may be available at vendor booths.)

EQUIPMENT SPECIFICATIONS (This MUST be completed IN FULL!!!)...

- POWER REQUIRED: ___ 110 AMPS ___ 220 AMPS • HEIGHT OF UNIT: _____ FT _____ IN
- LENGTH OF UNIT: _____ FT _____ IN (MAXIMUM 20' X 10') • WATER REQUIRED? ___ YES ___ NO

LOCATION PREFERENCES Location preference is left to the discretion of chairperson for adequate electrical supply and items sold. Receipts of monies due and insurance determine first come, first served opportunities. (Location # & Parking Permits available on Second Street at overpass upon arrival)...

- 1ST _____
- 2ND _____
- 3RD _____

SETUP MAY BEGIN THURSDAY, AUGUST 14TH AFTER 5:00PM AND MUST BE COMPLETED BY NOON, FRIDAY AUGUST 15TH.

NO REFUNDS AFTER AUGUST 1, 2003.

THIS FORM MUST BE COMPLETED AND RETURNED NO LATER THAN AUGUST 1, 2003!

ATTACH PAYMENT & PROOF OF INSURANCE TO THIS FORM AND MAIL TO:

PARKERSBURG HOMECOMING FESTIVAL
MS. DeETTA MUSCATI, CHAIRPERSON
P.O. BOX 416
PARKERSBURG, WV 26102

WITH THIS APPLICATION I AGREE TO ACCEPT THE RULES AND CONDITIONS SET FORTH BY THE PARKERSBURG HOMECOMING, INC., AND HEREBY REQUEST A LOCATION IN CONFORMITY WITH THOSE RULES. I ALSO AGREE TO PAY THE APPROPRIATE FEES BY THE SCHEDULE STATED IN THE RULES.

SIGNATURE: _____ DATE: _____

PARKERSBURG HOMECOMING FESTIVAL 2003 CONCESSION RULES

AUGUST 15, 16 & 17, 2003

1. All concessionaires shall pay a fee to Parkersburg Homecoming, Inc. using the following schedule:

| IF POSTMARKED BY: | Commercial/sales | Non-Profit/sales | Commercial/demo | Non-Profit/demo |
|-------------------|------------------|------------------|-----------------|-----------------|
| May 1 | \$700.00 | \$425.00 | \$350.00 | \$250.00 |
| June 1 | \$750.00 | \$500.00 | \$370.00 | \$260.00 |
| July 1 | \$825.00 | \$525.00 | \$400.00 | \$275.00 |
| August 1 | \$900.00 | \$575.00 | \$450.00 | \$300.00 |
| August 10 | \$1,150.00 | \$900.00 | \$750.00 | \$450.00 |

2. All concessionaires shall be responsible for all consumer sales tax to the West Virginia Tax Commissioner.
3. All concessionaires will provide own stand and will arrange for the removal of these units and supplies by 8:00am on Monday, August 18, 2003. No concession booth may be dismantled or removed before 10:00pm Sunday evening, August 17th.
4. All concessionaires are responsible for abiding by State Health Regulations (see enclosed).
5. The Homecoming Concession Committee requires a list of items each concession plans to sell or give away. Include these items on your application in detail. Pricing of sold items will be set by concessionaires and must be posted.
6. Concessionaires will place their stand in the spots designated by the Homecoming Concession Committee. Location placement is left to the discretion of the chairperson for adequate electrical supply and type of items sold. Receipts of monies due and proof of insurance determine first come, first served opportunities. The benefit of the concessionaire will be considered, but not at the expense of the event.
7. Concession must be operated during official Homecoming hours: FRI 5pm-11pm; SAT Noon-Midnight; SUN Noon-10pm.
8. Access permit must be displayed on dashboard of delivery vehicle for access to and from 2nd Street for set-up and removal.
9. All concessionaires will provide their own trashcans at their stands and maintain a clean area, as per State Health Regulations. All units must have a fire extinguisher in their booth.
10. Concessions will be provided with electricity for one unit at no additional cost. Power hook-up to nearest distribution point is concessionaire's responsibility.
11. Set-up may begin Thursday, August 14, after 5:00pm and must be completed by Noon on Friday, August 15. All supply vehicles are to be off the street on Saturday and Sunday by 10:00am. Location #'s and parking permits/guidelines will be distributed beginning at 5:00pm August 14th, at the corner of 2nd and Juliana Streets.
12. Locations, procedures, rules and fees are not guaranteed for future Homecomings.
13. Committee will refund 80% if notice of cancellation is given in writing by August 1, 2003.
14. No vehicles allowed in Festival area during Homecoming hours.
15. A CERTIFICATE OF INSURANCE must accompany your application. A one million dollar (\$1,000,000.00) liability of coverage per unit is required.
16. Due to liability and safety of everyone during Homecoming weekend, no concessionaire will be permitted to sell stink bombs, snappers, martial arts stars and party strings at the Homecoming site. This applies during the entire weekend or along the parade route on Saturday, August 16, 2003 by request of the Parkersburg Police Department.
17. Concessionaires will not be permitted to sell T-shirts, caps, hats, patches or other souvenir items with the Homecoming logo unless commissioned with Parkersburg Homecoming, Inc.
18. Concessionaires will not release glass containers to Festival attendees.

19. TENT-OPERATED food concessions ARE NOT PERMITTED due to stringent state-regulated guidelines.

20. Concessionaires ARE NOT PERMITTED TO ROAM to sell any product.

21. Fees received after July 15th, 2003 must be in the form of CASHIER'S CHECK or CASH.

All vehicles must be removed from all parking lots after setup on Thursday, August 14, 2003. After 1:00 p.m. on Friday, August 15, concessionaires and vendors may park their vehicles on the parking lot at the corner of 2nd and Ann Streets.

No parking will be permitted on the parking lot between Market Street and Juliana Streets directly behind the Bureau of Public Debt Building between 2nd Street and 1st Street. This lot is designated as the Main Stage area. No parking will be permitted on the parking lot behind the Blennerhassett Museum during the entire three day Festival. Only Blennerhassett Museum employees may park in this lot.

Everything must be removed from all areas and parking lots by 2:00 a.m. Monday morning, August 18, 2003.

DIRECT YOUR PARKING QUERIES TO:

DeEtta Muscati @ (304) 464-5624

PARKERSBURG FIRE DEPARTMENT CODE REGULATIONS: The Parkersburg Fire Department has outlined the following parameters for Food Concessionaire operations during our three-day Festival...

All Concessionaires shall meet all applicable Local, State and National Fire Codes.

All Concessionaires shall have at least one 2A20 B.C. size fire extinguisher properly mounted and dated near any exits and, where applicable, near all deep fat frying operations.

All gas cylinders shall be properly secured to a stationary object.

All gas hoses shall be free of cracks, tears, blisters and/or leaks.

No open flames, fireworks or open flame devices will be permitted without proper suppression system/s available.

DIRECT YOUR FIRE CODE QUERIES TO:

Chief, Parkersburg Fire Department
1 Government Square
P.O. Box 1627
Parkersburg, WV 26102

(304) 424-8460

CITY OF PARKERSBURG CODE REGULATIONS: The City of Parkersburg Code Department has outlined the following parameters for Food Concessionaire and Vendor operations during our three-day festival...

All three wire hook-ups shall have a ground rod attached to the skin of concession and, where applicable, vendor operations. Ground wire shall be at least a #10 wire.

All electrical connections shall be protected from the weather by a waterproof barrier.

All electrical circuits shall be checked for polarity.

All electrical hook-ups shall be fused properly.

All light bulbs must be protected from breaking.

(Continued next page...)

CITY OF PARKERSBURG CODE REGULATIONS Continued...

| SPECIFICATION TABLE: | WIRE | BREAKER | GROUND WIRE |
|----------------------|------|---------|-------------|
| | #14 | 15amp. | #14 |
| | #12 | 20amp. | #12 |
| | #10 | 30amp. | #10 |
| | #08 | 40amp. | #08 |
| | #06 | 60amp. | #06 |
| | #03 | 70amp. | #03 |
| | #02 | 100amp. | #02 |

DIRECT YOUR CITY OF PARKERSBURG CODE QUERIES TO:

Parkersburg Code Enforcement Director
1 Government Square
P.O. Box 1627
Parkersburg, WV 26102

(304) 424-8594

MID-OHIO VALLEY HEALTH DEPARTMENT REGULATIONS: Prior to any service or sales of foods at the Homecoming, all food concessionaires shall submit an application to the Mid-Ohio Valley Health Department.

Mobile food concessionaires with valid food service permits issued by the Health Department are requested to inform the Health Department in advance of their planned participation.

No food concession may proceed until a sanitarian from this office has inspected the entire food concession and issued a permit to operate.

All for-profit temporary food service establishments are required to pay a \$25.00 fee before a permit is issued.

Any food concession vendors new to the Homecoming are encouraged to contact the Health Department to obtain a copy of their regulations.

PLEASE NOTE: The Parkersburg Homecoming Festival will not accept tent-enclosed food service preparation and handling concessions.

DIRECT YOUR MID-OHIO VALLEY HEALTH DEPARTMENT QUERIES TO:

Gary Epling, R.S.
Mid-Ohio Valley Health Department
211 6th St.
Parkersburg, WV 26101

(304) 485-1416

APPLICATION FOR A TEMPORARY FOOD SERVICE OPERATION

(as downloaded from www.parkersburg-homecoming.com)

MAIL TO: MID-OHIO VALLEY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH
211 SIXTH STREET
PARKERSBURG, WV 26101

APPLICATION IS HEREBY MADE TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT IN ACCORDANCE WITH THE APPLICABLE RULES OF THE WEST VIRGINIA DIVISION OF HEALTH.

NAME OF EVENT: _____
(please print)

LOCATION: _____

DATE/S OF PLANNED FOOD OPERATION: _____

LIST OF FOODS PREPARED ON PREMISES: _____

ORGANIZATION OPERATING FOOD CONCESSION: _____

CONCESSION RECEIPTS ARE FOR A RELIGIOUS, EDUCATIONAL, CHARITABLE OR NONPROFIT ORGANIZATION: YES___ NO___

REPRESENTATIVE OR AGENT: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

DATE: _____ SIGNATURE OF APPLICANT: _____

() OWNER () AGENT

PERMIT, IF REQUIRED, SHALL BE CONSPICUOUSLY POSTED AT THE OPERATION

=====

FOR HEALTH DEPARTMENT USE ONLY:

PERMIT NUMBER (IF REQUIRED): _____

PERMIT USED ON: _____ VALID: _____ BY: _____

OTHER ACTION: _____
