

Historic Plumb Alley
Kiwanis Club of Abingdon, Inc.

P. O. Box 445
Abingdon, VA 24212



Dear Plumb Alley Vendor,

Enclosed is the Plumb Alley Day Vendor application for 2012. Plumb Alley Day will be held on May 26, 2012. If you are a returning vendor from 2011 you must have your application with payment submitted to Kiwanis not later than **April 26, 2012** to be guaranteed a space in 2012. Any applications received after April 26, 2012 will be assigned available spaces in order received along with any new applications. Two adjacent spaces are very limited. No refunds for cancellations will be made after May 15, 2012. **If you "DO NOT" plan to return in 2012 it would be a tremendous help if you would let us know by phone (276-608-0285) or email info@abingdonkiwanis.org or mail to PO Box 445, Abingdon, VA 24212. This will allow us to speed up assignment of new vendors to available spaces.**

No electrical or water service is provided by Kiwanis. If you must use a generator it must be equipped with an exhaust muffler system to ensure it will not disturb adjacent vendors . If Kiwanis deems the noise is excessive and creates a nuisance to adjacent vendors you will be required to cease use of the generator.

PLEASE NOTE THE INCREASED RATES FOR SPACE RENTALS FOR 2012 ON THE ENCLOSED VENDOR APPLICATION. This is the first increase in rates since 2008.

Food vendors take particular note to the enclosed Notice To Food Vendors. You are responsible for any and all requirements of the Department of Health.

There is no "Rain Date" and there will be no refunds due to weather. You will receive more specifics about setup and space regulations with your approval letter.

If you have any questions please contact George Strong at 276-608-0285 or email info@abingdonkiwanis.org.

**Kiwanis Club of Abingdon's Plumb Alley Day
May 26, 2012 – Vendor Registration Form**

**Please complete & return with check payable to:
Returning vendors must have application in by April 26
to guarantee a space. No applications will be accepted
after May 15, 2011.**

**Kiwanis Club of Abingdon
P.O. Box 445
Abingdon, VA 24212**

_____2011 Participant _____New Participant _____Food Vendor

VENDOR NAME _____
MAILING ADDRESS _____
_____ **CITY/STATE** _____ **ZIP** _____

PREFERED PHONE _____ **ALTERNATE PHONE** _____

Email Address _____

Food vendor: ___Hotdogs/Sandwiches, Chips, Drinks only- \$55.00
_____Commercial food stands-\$135.00

***Food vendors not respecting the options above will be held accountable for additional items served. Accountability will be \$10.00 each additional item. Controls are placed so that each vendor shares in the same opportunity to do good business at the PLUMB ALLEY DAY FESTIVAL.**

Art & Craft Vendor with: _____ **Handmade Crafts** _____ **Arts**
_____ **Antiques** _____ **other-please describe**

Please mark below the appropriate space size you will need and pay close attention to the cost of each:

_____10 x 12' -\$ 55.00 _____2ea 10 x 12's \$95.00 (limited) _____ Commercial Food vendor - \$135,00
Goods must fit inside the space allotted. If more space is needed, please reserve as necessary. Space assignments will be made as they are received and in accordance with repeat participation. Assignments will be made no later than **MAY 15, 2012**. Payment is due upon registration and registration returned without payment will not reserve space. There will be **NO REFUNDS** for cancellations made after May 15, 2012. There is no "Rain Date" and no refunds made due to weather. **NO ELECTRICAL CONNECTIONS ARE PROVIDED**. Portable generators must be equipped with muffler systems. If Kiwanis deems the noise is excessive and creates a nuisance to adjacent vendors you will be asked to turn the generator off.

Hold harmless agreement

_____ (hereinafter "Contractor/Vendor"), agrees to indemnify and hold harmless Kiwanis International, the Kiwanis Club of Abingdon, and the property owner of contractors/vendor's assigned Plumb Alley space from and against all loses, claims, suits or other legal liability and legal expenses of any nature imposed upon or brought against them by reason of any act or omission of the contractor/vendor or its agents or employees in the course of providing goods or services or otherwise participating as a vendor in the 2012 "Plumb Alley Day" event.

If you have questions concerning this application call George Strong at (276) 608-0285.

Contractor/ Vendor Signature

Date

NOTICE TO FOOD VENDORS

You may be required to obtain a Temporary Food Establishment Permit from the Health Department. Shown below are some of the regulations that apply. You should contact the Washington County VA Health Department if you have any questions about this permit and to apply for a permit. **YOU ARE RESPONSIBLE FOR OBTAINING THIS PERMIT PRIOR TO THE EVENT.** Should you fail to do so you may not be allowed to operate your establishment. The Kiwanis Club of Abingdon accepts no responsibility for your failure to obtain the required permit and should you be required to shut down your establishment by the Department of Health you will not be refunded any fees paid to Kiwanis.

Any questions regarding this procedure should be directed to:

Scott Honaker, Environmental Manager 1
or Daryl McGrady, Environmental Health Specialist
Washington County Health Department
15068 Lee Highway, Suite 1000
Bristol, Virginia 24202
Phone: 276-676-5604
Fax: 276-645-1994

Regulations for Temporary Food Establishments

Administrative Procedures:

A. Permit

1. Persons responsible for the operation of temporary food establishments are required to submit a completed health department application prior to issuance of a temporary food establishment permit. Separate permits are required for each temporary food establishment (12 VAC 5-421-3680).
2. Application forms should be submitted to the health department at least ten days prior to the event (12 VAC 5-421 and 12 VAC 5-421-3670). The state application fee will be \$20.00 for each of the first five (5) applications submitted during the calendar year (January 1st through December 31st). After five (5) fees are paid (\$100.00), no additional fees are required for the remainder of the calendar year. If a fee(s) has been paid in a different health district the applicant must provide a copy of their receipt to verify payment.
3. A health department permit is not transferable to another party and shall be posted in the facility. A permit is valid only for the specified date, time, and location (12 VAC 5-421-3750-60).
4. Food to be sold or served should be approved in advance by the local health department and shall be in compliance with the requirements set forth in Part A of the Standards section of this policy. Only those food items listed on the application and approved by the local health department may be sold or served.
5. Temporary food establishments shall not operate until a permit is issued (12 VAC 5-421-3660).
6. Local health departments have discretion to issue temporary food permits prior to conducting an opening inspection based on the foods being served (i.e., no potentially hazardous foods or low hazard foods such as hot dogs) and the inspection history of the vendor from previous operations.