VENDOR APPLICATION

Event Information
The 20th Radford Highlanders Festival brings together over 10,000 festival-lovers of all ages for heavyweight games, music, entertainment, food and Celtic fun. There is no place more beautiful than Southwest Virginia in the fall and the Blue Ridge Mountains provide a beautiful back-drop for this popular festival.

Vendor Application Process
Please complete the application and return it to the address listed below. Once the application has been received and approved, you will be contacted. **Payment is due at the time of application.**
- **DEADLINES:**
  - Food Vendor applications must be returned by Friday, September 16, 2016.
  - Craft Vendor applications must be returned by Friday, September 23, 2016.

Vendor Policies and Procedures
- Each space measures 15’ X 15’. Assignments will be made by the RHF committee. As a returning vendor, every attempt will be made to accommodate your request for space.
- All vendors should be set up by 9 a.m. and expect to stay until 5 p.m.
- The Festival Committee cannot assume liability for loss, damage or injury.
- The Festival Committee reserves the right to reject applications, in which case your payment will be returned.
- **No refunds given after September 8, 2016.**
- The completed application shall constitute the agreement to comply with all conditions.

Food Vendors
Additionally, food vendors must comply with Montgomery County (Va.) Health Department regulations.
1- Complete the "Temporary Event Application" form. 2- If you have a mobile unit or annual permit, please attach a copy. 3- If you don’t have a current permit, submit check for $40 made payable to MCHD (Montgomery County Health Department) with your application. Return all information to: RHF Vendor Coordinator Jackie Stephens, Radford Parks & Recreation Department, 200 George Street, Radford, VA 24141.

Electrical Requirements
Electrical service is available to some merchandise booths and food vendors on a first-come, first-served basis. Access to these electrical facilities is an additional $25 to your booth rental. Please be sure to request electricity on your application so we may locate your booth accordingly. Early registration is encouraged due to a limited number of electrical circuits. Extension cords will not be provided so each vendor must bring their own extension cords. **Vendors must request and pay for electrical service at the time of application. If not requested and paid for you will absolutely NOT be provided with electrical service.**

For additional information, please contact Jackie Stephens at (540) 731-3633 or Karen Casteel at (540) 831-6255.
2016 Highlander Festival

VENDOR FORM

Name: ________________________________________________________________

Address: ______________________________________________________________________

Phone Numbers: Home_______________________ Cell________________________

Email address: ________________________________________________________________

Name of business/organization/clan: ___________________________________________

Please mark all categories that apply to you and your application:

_____ Arts & Crafts  _____ Food  _____ Non-profit  _____ Clan

Please describe the items you wish to sell or display: _________________________________

_________________ ____________________

BOOTH REQUESTS:

Craft Vendors
Number of 15’ X 15’ booth spaces you will require: # ___ @ $125 each $_______

Food Vendors
Number of 15’ X 15’ booth spaces you will require: # ___ @ $250 each $_______
I have included Health Dept. application and copy of current permit or fee. _________yes

Electricity hook up needed @ $25 $_______
I have read the information above regarding the electricity requirements. _________yes

Clans and Non-profit Organizations
Number of 15’ X 15’ booth spaces you will require: # ____ @ $25 each $_______

TOTAL: $_______

Make checks payable to: City of Radford-Radford Highlanders Festival
Please note: Payment is due at time of application.

Mail to: Radford Highlanders Festival
        Jackie Stephens - Assistant Director
        Radford Parks & Recreation Department
        200 George Street
        Radford, VA 24141