2012
Radford Highlanders Festival
Saturday, October 13
Radford University, Moffett Quad
A partnership between
Radford University and the City of Radford, Va.

VENDOR APPLICATION

Event Information
The 17th annual Radford Highlanders Festival brings together approximately 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 sent a confirmation. Payment is due at the time of application. Deadline for vendor applications is September 7, 2012.

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 6 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 14, 2012.
- 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. Each vendor who elects to receive electrical service will receive: 1 – 120 Volt, 20 Amp Circuit with a duplex receptacle (2 plug-ins). Only one circuit will be provided per vendor. 20 Amps is the maximum circuit available. Receptacles will be placed close to the vendor’s booth, extension cords will not be provided and each vendor is encouraged to 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 Casteele at (540) 831-6255.
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:

___Celtic/Scottish/Irish   ___ 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 Department 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 booth spaces you will require: # _____ @ $25 each $_____

Number of 8’ table rentals @$10 each $_____
Number of chair rentals @ $2 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