Event Information
Since 1996, the Radford Highlanders Festival has brought together thousands of 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. The festival is a partnership between Radford University and the city of Radford, Virginia.

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 14, 2018.
  - Merchandise Vendor applications must be returned by Friday, September 28, 2018.

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.
- Priority is given to Scottish, Irish, English, Welsh and Celtic merchandise and food.
- **No refunds given after September 18, 2018.**
- The completed application shall constitute the agreement to comply with all conditions.
- Submit 1-3 photos of display with your application (or email) for promotional purposes.
Food Vendors
Additionally, food vendors must comply with Virginia 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 Radford City Health Department with your application. Return all information to: RHF Vendor Coordinator Donna Wolfe, 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 Donna Wolfe at Donna.Wolfe@radfordva.gov or (540) 731-3633 or Karen Casteele at Kcasteel@radford.edu or (540) 831-6255.

2018 Radford Highlanders Festival
VENDOR FORM
Name: ________________________________________________________________
Address: _____________________________________________________________
Phone Numbers: Home__________________ Cell __________________________
Email address: ________________________________________________________
Website address: ______________________________________________________
Name of business/organization: _________________________________________
How can we find you on social media?: ________________________________
Please mark all categories that apply to you and your application:
_____ Craft merchant  ______ Food  _____Non-profit
Please describe the items you wish to sell or display: ______________________
______________________________________________________________
Please list other Celtic festivals that you have been a vendor: ________________
_______________________________________________________________
BOOTH REQUESTS:

Craft Merchants
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

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 – Donna Wolfe
Radford Parks & Recreation Department
200 George Street
Radford, VA 24141

You will be notified that your application has been received.

Thank you!