



October 8, 2022
Radford University Campus
Radford, Virginia

VENDOR APPLICATION

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 backdrop for this popular festival. The festival is a partnership between Radford University and the City of Radford.

Vendor Application Process

Please complete the application and send your payment and applicable documentation to the address listed below. Please mail it, along with your payment and documentation, to the address 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 23, 2022.**
 - **Merchandise Vendor applications must be returned by Friday, September 30, 2022.**

Vendor Policies and Procedures

- Each space measures 15' X 15'. Assignments will be made by the RHF committee.
- 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 23, 2022.**
- The completed application shall constitute the agreement to comply with all conditions.
- A vendor license from the Radford City Commissioner of Revenue will be required.
- Submit 1- 3 photos of display with you application (or email) for promotional purposes.

Food Vendors

All food vendors must comply with Virginia Health Department regulations.

1- Complete and submit the "Temporary Event Application" form.

2- Mobile units must be compliant with Virginia State Fire Safety Code. Please submit copy of paperwork and have stickers displayed.

3- If you have an annual permit, please attach a copy. 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 and Recreation Department, 200 George Street, Radford, VA 24141.

4- Meals tax will be required.

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 GFCT receptacle (2 plug-ins). Only one circuit will be provided per vendor. The maximum circuit available is 20 Amps. 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, electrical services will not be provided.

For additional information, please contact Donna Wolfe at Donna.Wolfe@radfordva.gov or (540) 731-3633.

2022 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:

Merchandise 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 documentation. _____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 by deadline date.

Mail to: Radford Highlanders Festival – Donna Wolfe
Radford Parks and Recreation Department
200 George Street
Radford, VA 24141

You will be notified that your application has been received.
Thank you!