



Jackson's Mill Jubilee

August 31st, September 1st & 2nd

Hello

I want to thank you for being a food vendor last year at the Jackson's Mill Jubilee, we hope you had a great time and want to come back.

We are looking forward to another great year. This is the Jubilee's 44th year Celebration and we will be celebrating our history with the theme of "Keeping tradition and heritage alive". The Jackson's Mill Jubilee is a juried show where crafters display and sell unique and diverse handmade arts & crafts set in the beautiful Jackson's Mills in Weston.



It is very important that your site be attractive to our attendees, this means that you should have an organized and clean customer order area with clear signage of what you are selling. Also you are to maintain the area all around your location, keeping it clean and organized (meaning - No stacking of boxes or supplies to be seen by the public).



If you have changed your setup, please email/send me some pictures of your set up at other places and pictures of your food. We will putting together advertising to promote your business as well as feature pictures on our web page and Facebook.

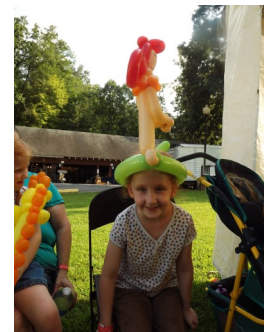
This year we will not be supplying Ice, or coke/water , so it is up to the vendor to have their own. It has to be a coke product for soda and/or water, but it can be in any size or form you want (cans, bottles fountain). If it is a unique beverage that coke doesn't offer, please ask us and we will make a determination.



I would like a verbal/email commitment by April 20th, and completed applications with all attached forms which includes correct insurance forms to me in by May 25th, 2018. If your completed application are not received by May 25th, an additional \$50.00 fee is required. If I have not received your completed applications by May 30th, you will not be at the Jubilee.

I hope to work with you this year and make it a fantastic success for both you and the Jubilee.

If you have any questions please call me on my cell at (304) 695-0488, email is ray@locallylewis.com and mail address is Ray Smith, PO Box 71, Jane Lew, WV 26378.



Ray Smith
Food Concession Chair



Jackson's Mill Jubilee Check List

On or before April 20th, 2018

Verbal/Email commitment to be a vendor
Email/send pictures of your set up and of your food
Make any suggestions or ideas known.

On or before May 25th, 2018

Completed and signed 2018 Official Food Vendor Application
Completed and signed 2018 Food and Drink Concession Contract
Completed and signed 2018 Request Form of Admissions and Passes
Payment of concession fee.
Copy of WV Business License.
Copy of WV Department of Labor Liability Policy.
Copy of Liability Insurance Policy with WVU Jackson's Mill and Jackson's Mill Jubilee listed as additional insured
List of Menu Items and Prices
If registering as a Non-Profit - proof of your non-profit status

NOTE : IF APPLICATION IS NOT RECEIVED BY May 25th—ADDITIONAL \$ 50.00 FEE IS REQUIRED.

TAKE CARE OF HEATH PERMIT AND FEES BEFORE AUGUST 15th.

Mail to Ray Smith
PO Box 71

Jane Lew, WV 26378

Or Email to ray@locallylewis.com

Cell Phone : (304) 695-0488

GETTING THE LEWIS COUNTY HEALTH PERMIT AND PAYING THEIR FEES

The local health department has change how they do things. They will not be accepting their application and payment on Friday of the Jubilee (Aug 31st) as before. You must take care of this beforehand and the earlier the better they asked. I am sorry for this inconvenience but please take care of this so we have no problems on Friday.

Enclosed is the application and a pamphlet on Temporary food service concession. Also below is his contact information for questions and/or address for the application.

David Whittaker; Sanitarian, TP Coordinator
Lewis Co. Health Dept
125 Court Ave.
Weston, WV 26452

Phone (304) 269-8218
Fax (304) 269-8220

Email david.g.whittaker@wv.gov



Jackson's Mill Jubilee

2018 Official Food Vendor Application (Please Print Clearly)

Vendor/Business Name : _____

Contact Person : _____

Full Address : _____

Home/Business Phone : _____ Cell : _____

Email Address : _____

(Please check and answer all of the following)

Are you a returning vendor Yes () No () If Yes, how many years: _____

Menu Items (List all items to be sold. You may only sell what is on your list unless approved by the board)

Concession Fee: (per location)

() Non-Profit - \$ 130.00 () Non-Profit with Water and Electric - \$ 150.00

() Profit - \$ 230.00 () Profit with Water and Electric - \$ 250.00

**Additional \$ 50.00
Fee if completed
application is not
received by
May 25th.**

Power and Booth Location Needs

I need - Amps : _____ Volts : _____ I request my last years location () or

() Check if you would like to be moved and state where you would like to be moved to. All moves are subject to room, power availability and board approval. _____

Will you bring your own tent or booth () Yes () No Size of your tent/booth : _____

Vendors must have a minimum of \$1,000,000.00 dollars in liability insurance coverage. Must include policy with **WVU Jackson's Mill and Jackson's Mill Jubilee** named as additional insured with application.

Completed Application must be in by May 25th, 2018 - No Applications will be accepted after May 30th.

AS A DESIGNATED REPRESENTATIVE OF THE VENDOR, I HEREBY AGREE TO ALL OF THE CONDITIONS SPECIFIED IN THIS CONTRACT.

Vendor/Business Name: _____

Signature : _____ Date: _____



Jackson's Mill Jubilee

2018 Food and Drink Concession Contract

The Jackson's Mill Jubilee, hereinafter referred to as the "Jubilee", agrees to permit

Hereinafter referred to as "Vendor", to operate a food/drink concession at the Jubilee on the dates of August 31st, September 1st and 2nd 2018 on an assigned location in the WVU Jacksons Mill grounds.

This agreement allows the Vendor to use the designated space to set-up, display and serve their respective and approved menu. This space cannot be sublet or transferred to any other person, firm, organization or entity.

Vendors can only sell approved beverages, this area is licensed to sell only coke products unless it is a unique beverage and approved by the committee. I am responsible for bringing my own beverages and ice

Vendor agrees to operate said concession according to Jubilee rules, including but not limited to the following....

Vendor will provide high quality food items of an agreed upon menu and reasonable price. **The proposed menu and price list must be attached to this contract.** Only items on this list can be sold for the proposed price. Vendor must continue to sell these items throughout the agreed hours of the Jubilee.

Maintain "All Family Atmosphere" of the Jubilee with all workers conducting themselves accordingly. *Courteous, clean service to the public is expected.*

All concessions booths will be of heritage style and looks to be approved by the Board of Directors.

Vendors may only advertise their approved food/drink products through signage on and within their respective areas. No sound amplifiers may be used.

A person designated to be in charge and will be on site any time the food/drink service is in operation.

All Food and drinks handled with care as to be served clean, pure and free from contaminants.

Adequately staff booth to meet varying demand for service to the public.

No alcoholic beverages may be consumed by workers in booths or served to public.

No smoking or use of tobacco products (including electronic cigarettes) are permitted in WVU Jackson's Mill grounds.

Must give us your electrical needs on this contract. All extension cords used must be UL Listed and if used outdoors must be approved for outdoor use. Do not use taped or worn extension cords.

No illegal activities are to be conducted in WVU Jacksons Mill grounds.

The Vendor is responsible for all refuse clean-up within twenty (20) feet of their booth. You are required to clean your concession space at the end of each day. Please breakdown all cardboard boxes and dispose of properly.

I will take Jubilee issued food vouchers for our employees, fill out the required information on the form and submit to the food committee for a full payment of the employee purchase.

Jackson's Mill Jubilee 2018 Food and Drink Concession Contract

The Vendor will operate the concession according to the guidelines of the Lewis County Health Department. **All workers must have current Food Handlers Cards and have Lewis County Health Department Permit.** (Vendor using food preparation and/or serving facilities of the WVU Jackson's Mill will arrange a meeting, in advance with the camp director to discuss the requirements for the proper use of camp building and equipment. No camp equipment will be used without permission of the camp director. The Vendor will leave the buildings and equipment in a clean and ready to use condition. Vendor who damage buildings, equipment or who do not properly clean the building or equipment will be charged accordingly.)

All Vendors must conform to all West Virginia Department of Labor rules and meet inspection policies. Proof of inspection and any regulations must be with you at the Jubilee. A copy of Liability Policies must be provided to the Jackson's Mill Jubilee.

Arrangement must be made to have service vehicles bring supplies prior to 8:00 a.m. each morning unless said supplies can be "walked" onto the grounds. The Jubilee enforces a policy of **NO MOVING VEHICLES ON GROUNDS BETWEEN THE OPERATING HOURS OF THE JUBILEE.**

Oil, gas or gasoline engines may be operated only with consent of the Jubilee and must conform to all WVU Jackson's Mill rules and regulations.

Vendor shall be responsible for payment of all local, state and federal taxes associated with said operations.

All equipment, facilities and supplies not specifically listed in this contract are the responsibility of the vendor.

If a vendor is registering as a Non-Profit, proof must be submitted with this application of their non-profit status.

All Vendors must have a valid WV Business License. A copy of your license must be on file with the Jackson's Mill Jubilee. This is an eight digit number supplied by the State of WV for sales tax purposes. The Jackson's Mill Jubilee does not file or collect your sales tax. If you need to apply for a Business License forms are available upon request.

The Vendor agrees to occupy and be open during the minimum hours for August 31st, 2018 of 11:00 am to 8:30 pm, September 1st, 2018 the hours of 9:00 a.m. to 8:30 p.m. and for September 2nd, 2018 the hours of 9:00 a.m. to 6:00 p.m.. Hours may be longer if the Vendor desires. No Vendor can breakdown or remove any of their area before 6:00 pm on September 2nd, 2018. By signing this contract you are obligated to provide your goods and services, stay for the full durations as stated above and not leave early for any circumstance other than emergency.

Designated monitors will be responsible for checking the quality of concession operations during the Festival. Concession agrees to promptly correct any conditions found by said monitors and brought to the Vendor's attention. Failure to promptly correct noted conditions may result in discontinuance of the Vendor's operations with no refund of concession fee .

Vendors will have a minimum of One Million Dollars (\$1,000,000.00) Liability Insurance Policy. A copy must be attached to the Food Concession Contract. WVU Jackson's Mill and Jackson's Mill Jubilee must be added to the policy.

AS A DESIGNATED REPRESENTATIVE OF THE VENDOR, I HEREBY AGREE TO ALL OF THE CONDITIONS SPECIFIED IN THIS CONTRACT.

Vendor/Business Name: _____

Signature : _____ Date: _____



Jackson's Mill Jubilee

Request Form of Admissions and Passes

This is a request for passes for yourself and your workers to get into the Jubilee. These passes are only for yourself and your workers, any abuse of these passes may result in discontinuance of the Vendor's operations with no refund of concession fee .

The car pass allows that vehicle to be on the Jubilee grounds during the permitted hours. Number of passes are limited to 12 per day. If you need more than 12, contact me and we will have to get approval by the board. **The passes are for your workers—please do not abuse this privilege.**

Vendor/Business Name : _____

Contact Name : _____

Contact Phone Number : _____

Car Pass (One) Issued to : _____ License # : _____

Number of Tickets Needed per Day (Issued for one day only)

Friday _____

Saturday _____

Sunday _____