

2023 Food Vendor Guidelines

Full Service and Specialty Food Service



Attention for 2023 Only Infrastructure changes are happening during the site build daily. The information below is subject to some changes based on site developments. All changes will be communicated to Vendors in a timely manner by the Vendor Coordinator.

FloydFest Site — “FestivalPark” — 5826 Floyd Hwy N., Check, Va. 24072

GENERAL FOOD VENDOR INFORMATION:

- FloydFest is produced yearly by Across-the-Way Productions and Blue Cow Arts, noted as AtWP.
- FloydFest begins on Wednesday, July 26th at 3pm: The primary contact involved with check-in and setup of the booth space must be onsite NO LATER than 6pm Tuesday, July 25th and open for business by 3pm Wednesday, July 26th, 2023.
- FloydFest closes to patrons at 12 Noon on Monday, July 31st, 2023. Food Vendors must be open until at least 10pm Sunday night and may begin to load out on Monday at 10am. Food vendors are encouraged to serve breakfast on Monday morning.
- All vendors will be subject to search when entering the festival grounds by festival security

TENTING/BOOTH SPACE INFORMATION:

- All Full-Service Vendors are provided tenting, electricity (within reason) and water; included in Full-Service Vendor fee.
- Spaces are 10' width X 20' deep. Canopies, where used, MUST fit in the 10' X 20' space. **In compliance with the State of Virginia Fire Code, FloydFest will be providing most tenting for food vendors.**
- Signage: Vendors should provide their own signage/banners. They should be easy to read, not generic and pricing should be clearly advertised.

	Minimum Vendor Hours	Festival Hours for Patrons
Wednesday 7/26/23	3pm-8pm	3pm-12am
Thursday 7/27/23	10am-10pm	9am-12am
Friday 7/28/23	10am-10pm	9am-2am
Saturday 7/29/23	10am-10pm	9am-2am
Sunday 7/30/23	10am-8pm	9am-12am
Monday 7/31/23	Optional	9am-12pm

FIRE SAFETY COMPLIANCE:

- **Propane will be distributed and managed through FloydFest.** Vendors should be prepared to store any vendor owned propane tanks in secure storage for the duration of the festival.

- Fire code states that all vendors who have any open flame appliance and/or apparatus must have a flame retardant treated canopy and a 5-pound ABC fire extinguisher. All Vendors with grease laden cooking equipment (i.e. deep fat fryers and flat top grillers) need a 1.5 gallon K-guard fire extinguisher.
- There is no used cooking oil collection at the FloydFest site. Please plan accordingly to carry all used cooking oil offsite when you leave.
- Booth must have a temporary floor consistent with Local Health and Safety Regulations.
- A water hookup is available; please bring food grade hose sufficient to run from the main water supply to booth space. We suggest 50 feet of hose minimum.
- Units are provided for the disposal of grey water, which AtWP will be responsible for hauling and emptying.

FOOD VOUCHER PROGRAM

All Food Vendors and Specialty Food Vendors are required to participate in our Food Voucher Program. Food vouchers will be printed in our AtWP office with amounts based on the menu pricing submitted with applications. Food vouchers are for artist and staff use during the festival and should be treated as cash by booth personnel. If you have questions about your food vouchers before the festival, email vendor@atwproductions.com.

FOOD DISTRIBUTOR

All Food Vendors are required to order through US Foods or Roanoke Fruit & Produce for onsite deliveries.

US Foods Contact: Chris Raker chris.raker@usfoods.com

Roanoke Fruit & Produce: orders@rkeproduce.com / 540-343-5501

Dade Paper: All certified compostable foodservice products should be ordered through Dade Paper. Contact: Billy Powell: 980-721-6885 and BPowell@dadepaper.com. Dade will also be onsite during the event for your re-stocking convenience of compostable wares.

ELECTRICITY

- **Electricity is included with your vendor fee. Maximum electricity allowance per vendor is 120v, 20amps unless advanced with the Vendor Coordinator.**
- We ask that electrical usage be limited to only what is required to operate your booth. Electricity should not be used for camping or extraneous items. Using more than your allotted supply of electricity strains the supply and could possibly cause rolling outages. All outlets are 110v.
- You must provide your own weather safe drop/extension cords. We recommend bringing 100' of outdoor electrical extension cord.
- All bulbs used must be CFL's or LED's in accordance with the FloydFest Sustainability Guide.

INSURANCE/PERMITS

- Proof of General Liability Insurance is required by Virginia State Law; documentation must be provided.
- A Temporary Restaurant Permit must be obtained from the Floyd County Health Department. Documents will be emailed to you upon acceptance. The Temporary Restaurant Permit application and \$40 payment should be sent directly to Floyd County Health Dept. at least 10 days before the festival.

No payments can be accepted onsite. If you have already obtained a permit from Virginia for the 2023 season, you should be prepared to provide it pre-festival.

- Food Vendors should be prepared to be inspected by the Health Dept. no later than 12 pm on Wednesday 26th, 2023.

<https://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/ffe/>

Floyd County Health Department
123 Parkview Rd NE Floyd, Virginia 24091
Phone: (540) 745-2142
Fax: (540) 745-4929

ACCOMODATIONS/CAMPING

- The festival is located on 200 rural acres; primitive camping is permitted through Sunday night.
- **Vendors may camp in the Vendor Camping area only.** All Vendor tents require a Vendor Tent Tag. **Additional Vendor Tent Tags are available upon request.**
- Vendors that wish to camp in General Admission camping must advance with the vendor coordinator and must purchase a Canopy Camping Tent Tag; which are \$60 and are available on our website, www.floydfest.com.
- Upon arrival, Tent Tag tickets will be exchanged for a weather-proof credential and zip-tie which must be affixed to the zipper of your tent or tent-like structure.
- Unpowered RV spaces are available on a limited, first-come, first-served basis. Contact Emily Laney, Vendor Coordinator, directly to discuss.
- Drinking water, port-o-johns and outdoor showers are available.

PARKING

- Each Full-Service Food Vendor will be issued TWO (2) vehicle parking pass. (1) Venue Pass will allow you to come and go with a service vehicle. The second parking pass will be for the Staff/Vendor Lot. Please note the designated areas for Vendor/Staff Parking.
- Specialty Food vendors are issued ONE (1) Venue Pass, this parking pass is to be used on their service vehicle and will allow you to come and go.
- The Vendor/Staff Parking lot is closed for entry and exit between the hours of 10am to 7pm
- Vendor Reentry Parking Passes are located at Vendor HQ and for use by both full-service and specialty vendors for entry into the festival site for supply deliveries. Entry and exit are limited to the hours between 7pm to 10am daily.

CHECK-IN & SETUP

Vendors with an onsite parking pass may check-in at the drive through toll booth at the festival site entrance. After checking in and exchanging pre-printed tickets for the coordinating item, vendors will be escorted to the booth location.

All check-in and setup should be completed during the hours listed below:

Sunday July 23rd, 2023 12pm - 6pm
Monday July 24th, 2023 10am - 8 pm
Tuesday July 25th, 2023 9am - 9 pm*

The festival begins at 3pm on Wednesday, July 26th to all 5-Day Ticket holders and VIP's.

- **All vendor assistants with a 'Vendor' ticket may arrive any time after Sunday, July 23rd and vendor assistants with a GA ticket must arrive on the day specified on their ticket.**
- The Vendor Coordinator and/or assistants will greet you at the Main Box Office and be available to you during setup and throughout the festival. Assistance and golf cart shuttles will be available during the festival from 8am to 8pm daily starting Wednesday the 26th.

If extenuating circumstances prevent a timely arrival, please email Emily, the Vendor Coordinator at vendor@atwproductions.com or call or text at (757) 615-5478.

LOAD OUT

FloydFest closes to patrons at 12 noon on Monday. Food vendor booths should remain open until at least 10pm on Sunday evening. Food vendors are encouraged to stay open until 12 midnight at which time the music will be ending for the night. Additionally, patrons will still be onsite on Monday morning and food vendors will need to be open to serve them breakfast. Food vendors may begin to load out Monday at 10am.

FloydFest 23~Forever (2023) VENDOR RULES & REGULATIONS

1. Collecting and reporting of the 5.3% Virginia Sales Tax and any local tax is the responsibility of the Vendor.
2. All fees are due by April 15th, 2023
3. All Vendors MUST be checked in by Tuesday, July 25th at 6pm.
4. Absolutely NO PETS allowed on festival grounds.
5. No drugs, no outside alcohol, no weapons.
6. FloydFest will not be postponed or cancelled due to inclement weather. **Vendors should be prepared for any weather.**
7. Across-the-Way Productions reserves the right to deny any application without explanation.
8. All exhibitors and assistants must follow FloydFest Vendor Rules & Regulations.
9. Vendors may use the space they have rented ONLY. Extending beyond the boundaries of your rented space could result in additional fees and/or expulsion from the festival.
10. The FloydFest name and logo are registered trademarks. No product or service bearing the FloydFest name or logo — or the name or logo of any of its sponsors — may be sold or marketed in any manner without prior consent from the festival or the sponsor.
11. Across-the-Way Productions and contracted workers are not responsible or liable for accidents, loss, theft, or claims resulting from exhibitor's participation. Exhibitors are fully responsible for protection of their property and for securing their tents and displays.
12. All light bulbs must be CFLs or LEDs.
13. Maximum Electricity allowance per vendor is 120v, 20amps.
14. All vendors may be asked to remove any items not consistent with their application.
15. Vendors must bring their own tents, displays, and equipment.
16. The Sustainability Program Vendor Requirements must be read and adhered to.

Please review the Vendor guidelines and the regulations listed here. You are responsible for being an informed participant and following all Festival Rules & Regulations. Please contact Emily Laney, Vending Coordinator, (757) 615-5478 or vendor@atwproductions.com with questions. Thank you in advance for your cooperation.

2023 FLOYDFEST FOODSERVICE & VENDOR SUSTAINABILITY PROGRAM

This information is applicable to all FloydFest areas; including Concessionaires, Vendors, Hospitality and Catering

ELECTRIC LIGHTING REQUIREMENTS

Compact Fluorescent Lights (CFLs) or Light Emitting Diode (LED) bulbs are required in all light fixtures at FloydFest, including small Christmas-type lights, for their high energy efficiency and longevity. CFLs contain a small amount of mercury and must be disposed of properly. Please bring used or broken CFLs to the collection container at the Staff Admin building and use caution (only use water to clean, no vacuum).

FOODSERVICE PACKAGING, RECYCLING & COMPOSTING

FloydFest is now in its twelfth year of a zero-waste effort that requires all foodservice items to be recyclable or compostable, and for all service providers to sort their waste at their work and camp areas.

Anyone using non-recyclable or non-compostable packaging (without prior approval) will be required to purchase appropriate materials on-site. Failure to comply with this request will jeopardize participation in future events and cause issues with our program.

Across-the-Way Productions has teamed up with Dade Paper to offer low pricing on certified compostable foodservice products. The Dade Paper contact is Sales Manager, Billy Powell; he can be reached at 980-721-6885 and BPowell@dadepaper.com. Billy has a full range of products, and continues to maintain that his pricing is the best available. If you have any questions, please contact vendor@atwproductions.com.

STEPS TO FOLLOW:

- 1. Minimize use & distribution of disposable, single-use and difficult to separate items** like straws, bags, utensils, condiment packets, jelly or butter tubs, aluminum foil (plain or lined), plastic wrap, plastic lids and stirrers. Use bulk when possible.
- 2. Use certified compostable items only for foodservice packaging. *PLEASE NOTE* Items with recycled content, conventional paper cups and plates, and/or those called “biodegradable” are not the same as certified compostable.**
 - Certified Compostable hot and cold cups (both paper and corn plastic cups), lids (**no polystyrene lids**).
 - Certified Compostable paper and other fiber-based plates, trays, bowls, clamshells, boats and other containers.
 - **BAGS: Ziploc now makes a compostable bag:**
<http://www.scjgreenchoices.com/compostable-bags>
 - Wax paper, paper towels & napkins are compostable and do not need certification.
- 3. Utensils and Straws. Utensils must be 1) wooden or bamboo and 2) certified compostable.** NOT any type of compostable plastic (PLA, etc.). Straws must be Earthcraft certified compostable type. We have made this switch because of issues with identification and **Look for this certification** compost pile. Both can be ordered through Dade Paper.
- 4. New recycling stream: clean and dry plastic film!** Includes grocery plastic bags; bread bags; tortilla bags; bags that cups, plates and napkins come in; wrap around drink cases; paper product wrap and much more! Please help us figure out a way to keep this material separate for Green Team collection in your workspace (such as using a cardboard box).



PROHIBITED ITEMS:

- Styrofoam/Polystyrene
- Plastic cups, straws, bowls, tubs, utensils. It's okay to sell pre-packaged drinks in plastic containers or cans.
- Difficult to separate packages like a wax paper-aluminum foil combination.