



July 11-12, 2025 Food Vendor Application

Please read the below information carefully

- Limited space is available.
- Applications must be submitted by May 1, 2025. Selected applicants will be emailed May 15th Payment for space reservation will be due June 4th.
- Any application which is not legible will not be considered.
- Applications must be accompanied by a menu of products to be sold during the Fair with prices, and a copy of your insurance. Must be \$1M policy.
- Applications must include a photo of the concession set up. Failure to submit a photo may result in the rejection of the application.
- Selected food vendors must provide proof of State Fire Marshall inspection sticker.
- The fee for this year's fair will be \$350 per stand with an additional fee of \$50 to provide electricity to a stand.
- Water will be supplied to stands during the auto fair. Vendor provides their own food-grade water hose.
- Vendors will be assigned a time for set-up. A representative will schedule the set-up time with you later. Set-up will be on Thursday, July 10th.

**Applications can be mailed to: HSWV-FOCAF Food Vendor Applications
PO Box 1472
Beckley, WV 25802**

Email Applications to: jknowlton@hospiceofsouthernwv.org

***Please complete application on the next page in full using black or blue ink and print legibly.
If you have any questions, please contact Jeri Knowlton at 304-255-6404***

The undersigned understands and agrees and also accepts that it is the sole duty and obligation of the undersigned to install, erect, activate, connect and use any machinery, computers, power connections and other items necessary for the operation of the undersigned's business even if assisted by volunteers or employees of Hospice of Southern West Virginia, Inc., and /or the Steering Committee of The Friends of Charity Auto Fair. The undersigned agrees to rely only on its own employees for such duties and hereby releases Hospice of Southern West Virginia, Inc., and /or the Steering Committee of The Friends of Charity Auto Fair, its employees and volunteers from all liability for damages to any machinery, computers, power connections and other items necessary for the operation of the undersigned's business and for any injuries to any person for incorrect installation, operation or use of said equipment.