



June 15-16, 2018

PO Box 2054
Buckhannon, WV 26201

E-mail: almostheavenbbqbash@gmail.com

www.almostheavenbbqbash.com



Dear Prospective BBQ Bash Vendor:

As our event continues to grow, we are excited to be hosting the 4th Annual Almost Heaven BBQ Bash again on the beautiful grounds of the historic Trans-Allegheny Lunatic Asylum in Weston, WV. With a KCBS and Backyard BBQ competitions, a variety of family oriented activities, a great location with lots of space, shade trees, plenty of parking, and a significant promotion / marketing program preceding the event, we expect an even bigger turnout for this year, and look forward to a positive experience for all!

To assure all vendors a fair and productive opportunity, we will accept vendors offering a variety of menu items suitable for everyone, and will NOT accept applications for duplicate items. A limited number of BBQ teams, that are also competing in the 4 meat KCBS competition, will be permitted to sell BBQ meat items to assure a consistently high standard of quality as required by the Kansas City BBQ Society. Other food vendors are prohibited from vending any BBQ items.

With an estimated 15,000+ attendees in 2017, we look forward to even more visitors and hope for great weather and lots of hungry attendees so everyone enjoys a fun and profitable event. This event is vigorously promoted via extensive social media, tv, radio, newspaper & magazine ads, distribution of 15,000 event promotion bookmarks, 5,000+ rack cards in all WV and neighboring Welcome Centers & Tourist Stops, as well as area businesses, restaurants, hotels, etc.

Unfortunately, we must completely vacate the venue no later than 7:00 AM on Sunday, June 17th to allow set-up of another event for that day, so we need all vending sites completely cleaned by that time.

We hope you will join us for this exciting, one of a kind event in West Virginia. To be considered, the following items must be submitted to arrive no later than April 1, 2018:

- ~ Completed and signed "BBQ Bash Food Vendor Application"
- ~ Signed "BBQ Bash Food Vendor Agreement" (Waiver of Liability box at the bottom must also be signed)
- ~ List of all proposed menu items, with pricing (we do not share this information)
- ~ At least 1-2 photographs of your rig / booth set-up (2017 vendors do not need to submit these, unless your set-up has changed significantly from last year's set-up)
- ~ Copy of your current Business License
- ~ Insurance Certificate with rider listing Almost Heaven BBQ Bash, Inc. & Trans-Allegheny Lunatic Asylum as additional insureds (minimum of \$1 million dollar liability)
- ~ Application / booth fee - \$275.00 (\$225.00 vendor fee and \$50.00 Lewis Co. Health Dept. permit fee) + fee for electric, if needed
*** BBQ Competitors/Vendors need only pay for electric once on your team application
- ~ Completed Lewis County Health Dept. permit application (Inspector will issue permits during his on-site inspection).

NOTE: If you have a current Lewis County or WV State Health Dept. permit, you may submit a copy of that in lieu of this
Checks should be made payable to and mailed to:

Almost Heaven BBQ Bash
PO Box 2054
Buckhannon, WV 26201

Thank you for your interest in participating in our upcoming Almost Heaven BBQ Bash ... we will notify you of your acceptance / denial as soon as we receive and review the above documentation. We look forward to having you join us for this exciting family event!

Jody Light, Event Chairperson
Almost Heaven BBQ Bash, Inc.

Toll free: 866 / 710-7600
Cell: 304 / 439-3033



2018 Almost Heaven BBQ Bash, Inc.

BBQ Bash Food Vendor Application

Name of Operation: _____

Name of Owner/Operator: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Best Contact Phone Number: _____

Alternate Contact Number: _____

On-Site/Event Contact Name: _____

Booth Size Requested: _____ Trailer or Stand?: _____

Electrical Needs: _____ AMPS: _____ (fees may apply / see below)

Any other special needs: _____

We plan to set-up/sell: Friday, June 15: _____ Saturday, June 16: _____

***** Reminder: Have you included all of the following?**

	<u>Required BBQ Bash Food Vendor Documents</u>	<u>FEE</u>
1	Completed "BBQ Bash Food Vendor Application" (this form)	0
2	Signed "BBQ Bash Food Vendor Agreement" and "Waiver of Liability" (bottom of agreement)	0
3	List of items you wish to sell <i>(we will do our best to avoid duplicate products)</i>	0
4	1-2 current photos of your vending set-up *** <i>If you were a 2017 BBQ Bash vendor, not req'd unless it has changed</i>	0
5	Copy of your current Business License	0
6	Insurance Certificate (\$1 Million Coverage) WITH rider identifying Almost Heaven BBQ Bash AND Trans-Allegheny Lunatic Asylum as "additional insureds" – this is non-negotiable and must be received prior to admission to event	0
7	Vendor application/booth fee (covers Friday & Saturday - standard size space with 15 AMP electric service)	\$ 225
8	** Optional: additional power: 30 AMP @ \$30.00	
9	** Optional: additional power: 50 AMP @ \$50.00	
10	Lewis County Health Dept. Permit Applications <i>(OR a copy of your current Lewis Co. or WV Health Dept. permit)</i>	\$ 50
	Date Submitted: _____ Check #: _____ Total Fees Submitted:	\$ _____



***** 2018 BBQ Bash Food Vendor Agreement *****

1. **Vendor Space:** Vendors must provide dimensions of their space requirements, and fit in requested space. We will do our best to place vendors in high traffic areas based on your space, electrical, and other needs.
2. **Health Permits:** Vendors preparing food "on site" must complete a Lewis County Health Dept. permit application and return to us BY April 1, 2018, along with the required \$50.00 fee payable to Almost Heaven BBQ Bash. We will submit all applications to the Health Dept. at one time with the appropriate fees, and your permit will be issued during your site pre-opening inspection. *** If you are already registered with the Lewis County or WV Health Dept., we will need a copy of your permit for our files, and a copy of that permit must also be prominently displayed at your vending site during the event.*
3. **Insurance:** All food vendors, regardless of your products, must provide a copy of your general liability insurance certificate identifying the "Almost Heaven BBQ Bash, Inc." AND "Trans-Allegheny Lunatic Asylum" as additional insureds for a minimum of \$1 Million Dollars coverage. Vendors will hold harmless the Almost Heaven BBQ Bash, Inc. and Trans-Allegheny Lunatic Asylum for any and all claims of any kind as a result of your participation at the Almost Heaven BBQ Bash event.
4. **Set-Up / Operating Hours:** Commercial food vendor spaces will be available for set-up early Friday morning (by 8 AM) and vendors should open at 11 AM Friday – 8:00 PM. All vendors MUST be open by 11:00 AM Saturday and should remain open until at least 6:00 PM, if at all possible. Vendors are responsible for providing any and all equipment needed to operate their site, and Almost Heaven BBQ Bash assumes no responsibility for any property of the vendor.
5. **Visible Pricing:** To expedite ordering and customer service, a priced menu should be visibly posted.
6. **Grease, Oil, Trash, Gray Water:** Designated receptacles for each of these items will be located in the food vendor area. Disposing of these in any other manner is strictly prohibited. Any vendor failing to completely clean their vending area by disposing of trash and other materials in the proper containers will NOT be invited to future events.
7. **Vendor Fees:** A vendor fee of \$225.00 (for Fri. & Sat.) and \$50.00 for health dept. permit (total of \$275.00)
8. **Relationship to Vendor:** Vendors are independent contractors and not considered as an agent, employee, or representative of the Almost Heaven BBQ Bash, Inc. in any way whatsoever.
9. **NSF Fees:** There will be a \$25.00 charge for returned checks from the vendor's bank for non-payment.
10. **Space Assignment:** The Almost Heaven BBQ Bash committee will make every effort to provide the best space to each vendor based on your space requirements (including proximity to the judging turn-in area for BBQ competitors who are also vending), and applicable electrical and other requirements.
11. **Tear-down / Site Evacuation:** Vending sites must be completely cleaned and vendors must vacate the venue by 7 AM Sunday, June 17th to allow another event to begin their set-up process.

Signing below affirms that I have read and will adhere to all of the above regulations. I also understand that failure to comply with any of these regulations may result in my eviction from the event with NO refund of any fees paid.

Vendor Operation Name: _____ **Date:** _____

Printed Name: _____ **Signature:** _____

WAIVER OF LIABILITY: In consideration of acceptance of this entry, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I, my staff or my guests may have against the Almost Heaven BBQ Bash, Inc. aka Almost Heaven BBQ Bash, City of Weston, WV, Joe Jordan and the Trans Allegheny Lunatic Asylum, Event sponsors, KCBS, their representatives, successors, and assigns, for any and all injuries suffered by me, my staff/workers, or my guests. I hereby grant full permission to Almost Heaven BBQ Bash, Inc. aka Almost Heaven BBQ Bash, Trans-Allegheny Lunatic Asylum, and KCBS, their representatives and/or agents authorized by them, to use any photographs, video tapes, motion pictures, recordings and any other record of this event for any legitimate purpose. I agree to the terms of this Waiver of Liability, and will abide by the rules of this event. Acceptance of all entries to this event is based on a first come basis, however, Almost Heaven BBQ Bash, Inc. reserves the final right of refusal to any and all teams. There is no "Rain Day" schedule for this event, and if required, the event may be cancelled in whole or in part by Almost Heaven BBQ Bash, Inc without prior notice, with no cash refunds, however we will provide free entry to the following year's event to fully paid, registered teams in the event of an unforeseen cancellation. I have read & agree to adhere to all the rules and regulations of the Almost Heaven BBQ Bash, Inc. and understand that failure to adhere to these may be cause for expulsion from the event.

Vendor Signature: _____ **Date:** _____