



# Our Town Enhancement Committee

9418 John Sevier Rd. New Market, VA 22844

540-740-3432

## Event Food Vendor Application

The Our Town Enhancement Committee hosts several events each year for the Town of New Market that require food vendor set up. We hope that you will be interested in one or more events.

*\*All applications are subject to review and require approval. First come, first serve.*

### Event Line Up

Event	Date	Time	Location
Jammin' Foods Fest	May 17th, 2025	4:00 p.m.-9:00 p.m.	New Market Community Park
Cross Roads Music Fest Series	June 13th, Aug. 8th, Sept. 12th & Oct. 10th	6:00 p.m.-9:00 p.m.	New Market Rebel Baseball Park
Independence Day Celebration	July 5th, 2025	5:00 p.m.-10:00 p.m.	New Market Community Park
Fall Festival	September 27th, 2025	9:00 a.m.-4:00 p.m.	Downtown New Market

**Submit completed application to:**

**Savannah Frazier**

**PO Box 58**

**New Market, VA 22844**

**or**

**Email it to [s.frazier@newmarketvirginia.com](mailto:s.frazier@newmarketvirginia.com)**



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## Quick Overview of Events

**Jammin' Foods Fest:** Food truck event with live music, beer/wine garden and retail vendors. No more than 10 vendors, and no overlapping specialties.

**Attendance average:** 600    **Food Truck Fee:** \$75

**Cross Roads Music Fest:** One concert a month with live music, beer/wine garden. No more than 2 vendors *(unless the band is known to draw a huge crowd)*

**Average attendance:** 300+    **Food Truck Fee:** \$45 (per event)

**Independence Day Celebration:** Community celebration with food, live music, activities, and fireworks. No more than 10 food vendors.

**Average attendance:** 1000+    **Food Truck Fee:** \$75

**Fall Festival:** Annual craft vendor event with live music, food, and activities. No more than 4 food vendors. *(not including snack foods such as cotton candy, or kettle corn)*

**Average attendance:** 300+    **Food Truck Fee:** \$75

## Important Vendor Information

- Vendors agree to be open and ready to serve by event start time, unless other arrangements are agreed upon by Event Coordinator.
- Vendors are **required** to be in compliance with all Health Department Regulations & obtain required permits for Shenandoah County (as needed).
- Vendors are requested to add events to their liability insurance and provide information to the Town.
- Vendor vehicles, other than vehicles used for food service must be parked off site after unloading.
- **To assist with space, we request that the vehicle pulling the truck be unhooked and moved to parking area. Special permissions are to be discussed with Event Coordinator.**
- No refunds of vendor fee, unless the festival is canceled by Event Coordinator due to weather conditions.
- Vendors are responsible for their site clean-up. Trash truck will be on-site and the Town will handle proper disposal of waste.
- Electricity will **NOT** be provided. Food vendor **MUST** bring their own generator.
- Water is not readily supplied, however some venues give more options. If water is needed it **must** be arranged with the Events Coordinator.
- Vendor line up is at the discretion of the Event Coordinator/first come, first placement- If you prefer a specific location - must be discussed prior to the event.
- Specific details about event such as venue address, set up times, etc. will be emailed prior to the event.



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## Event Food Vendor Application

Please provide the following information about your business:

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Menu Items: (if you have a printed menu or photo of menu you may attach to the application)

Vendor spaces are set up to a standard 12'x12'. If you require more space, please list reason below: (if your truck MUST stay attached please account for the length)

### **Select the events that you would like to participate in:**

Jammin' Foods Fest-May 17th  
Cost: \$75

Independence Day Celebration-July 5th  
Cost: \$75

Fall Festival-September 27th  
Cost: \$75

Cross Roads Music Fest:  
(select no more than two of these dates)

- June 13st
- August 8th
- September 12th
- October 10th  
(\$45 per event)

*Payment is due at the time the application submitted. If you are not accepted for the event you selected, a refund will be issued. Make checks payable to The Town of New Market.*

By signing below, I am acknowledging that I understand that my application will be reviewed and must be approved to participate. I understand that the dates I selected are not promised, but an indication of my interest to participate. I agree to hold event producers, Town of New Market, and their officers, agents, employees, sponsors and volunteers harmless for any resulting loss or damage occurring to any person(s) or property.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_