



## CLARKSVILLE VIRGINIA ANNUAL LAKE FESTIVAL: FOOD VENDOR APPLICATION

Downtown Clarksville, VA

RAIN OR SHINE (NO RAIN DATE)

Friday, July 18, 2025 – 4pm -10pm (LIMITED SPACES AVAILABLE)

Saturday, July 19, 2025 – 9am – 5pm

DEADLINE TO APPLY IS JUNE 18<sup>TH</sup> BY 5PM

### INFORMATION AND REQUIREMENTS

VENDOR TYPE	SATURDAY ONLY	FRIDAY AND SATURDAY
<b>LATE FEES: AFTER JUNE 25<sup>TH</sup> late fee is \$25; DEADLINE TO APPLY IS JUNE 18<sup>TH</sup> BY 5PM</b>		
<b>FOOD VENDORS</b>		
▪ 10X20 Space	\$400	\$575
▪ 10X30 Space	\$500	\$675
▪ 10X40 Space	\$600	\$775
<b>BEVERAGE/SINGLE ITEM FOOD VENDORS (ex. kettle corn, Nuts, lemonade, Ices, sodas)</b>		
▪ 10X10 Space	\$285	\$450
<b>CLARKSVILLE CHAMBER MEMBERS</b>		<b>PER DAY</b>
▪ 10X20 FOOD		\$175 per day

### RULES & VENDOR REQUIREMENTS FOR FOOD VENDORS

- **BUSINESS LICENSE:** The Clarksville Lake Country Chamber has purchased a “BLANKET” business license for the Virginia Lake Festival. Approved vendors are NOT required to purchase one.
- All food vendors must apply for VDH Permits one month prior to the event.
- Water & electricity are not provided.
- Only quiet-clean running generators are permitted (You may be asked to leave if generator is excessively noisy as deemed by the event planners).
- All food vendors accepted **MUST** meet all Virginia Department of Health requirements and if a food vendor does not pass inspection, the vendor will not be allowed to operate during the festival. No refunds will be given for food vendors that do not pass the health inspection.
- All food vendors must have current permits and fire code requirements per VDH and VDFS.
- **\*New\***. All food vendors must submit a copy of Food Establishment Permit & Food Safety Certificate with application and apply with the Virginia Health Department to participate at the event.
- We will accept food vendors until the event is full. A completed application does not guarantee acceptance into the festival. We will notify you if you are accepted.
- All food vendors must provide ground cover inside their booth and cooking area for the absorption of grease. No food vendor will be allowed to open for business if the ground cover is not in place. No grease or gray water can be poured onto the ground or down any drains. Anyone found violating this policy will be asked to leave the event will not be allowed to return. Vendors are responsible for any and all environmental clean-up costs.
- Each vendor is responsible for disposing of any waste water (not in drains).
- All food vendors are required to submit a menu with descriptions and include prices with the application.

### SPACE REQUIREMENTS

- Vendors must remain open during all hours of the show (no early set-up or take-down)
- All vendors assigned spaces are by Clarksville Lake Country Chamber staff. No guarantee for specific space requests.
- Vendor Hospitality Room is open in Town Hall from 6am-4pm with air conditioning, restrooms and cold bottled water at 321 Virginia Avenue.

### PARKING:

- Approved vendors are allowed to unload their vehicles at their designated vendor space.
- Immediately following download of merchandise, vehicles must be moved and parked on a side street as designated by Festival Officials.

## HOW TO APPLY

- Complete the application in full.
- Include a check/money order (payment must be included for Festival Jury's consideration). All payments must accompany the application. NO payments are allowed on the day of the show.
- Notification of acceptance will be emailed after the Jury Committee has met. (Note: The 1st Jury Meeting will be held in February 2025 and thereafter as needed until spaces are filled).
- Applications should be submitted by June 25, 2025 if possible. Review of applications after that date will be considered if space is available. Applications after June 25<sup>th</sup> require an additional late fee as noted in pricing.
- **FINAL DEADLINE FOR APPLICATIONS IS FRIDAY, JUNE 18, 2025 AT 5PM.**
- Important communication from our office is through email, so please provide a legible email address on the application. You may send application and pictures via email but applications will not be processed until a Check/Money Order is delivered to the office for the appropriate amount. Payment must accompany application to be considered. We do not cash checks until applications have been accepted by the Festival Jury.
- Please read all of the Rules and Requirements. Beginning June 20th, fees are non-refundable in the event of cancellation on your part - or in the case of inclement weather during the event.
- There is a \$50 service charge for any returned check.
- We will take applications until all spaces are filled. Food Vendors are usually filled by May, so we encourage vendors to call to check status on availability of space. We urge applicants to apply early.
- Extended stay on Saturday evening 5pm-10pm is available on a limited basis. Please check the box on the application to request an extended stay if interested. Space is limited and is only for vendors placed between 2nd to 5th Street locations. Fees for extended stay are determined at a later time and will be provided with an extended stay application if space is available.

## FESTIVAL PLANNING INFORMATION

The Virginia Lake Festival is a community celebration organized by the Clarksville Lake Country Chamber of Commerce, PO Box 1017, 105 Second Street, Clarksville VA 23927. For more information please visit the website at [www.ClarksvilleVA.com](http://www.ClarksvilleVA.com) or call 434.374.2436. You may also email: [Director@KerrLake.com](mailto:Director@KerrLake.com).

# ANNUAL CLARKSVILLE LAKE FESTIVAL FOOD VENDOR APPLICATION

Friday, July 18, 2025 – 4pm -10pm ; Saturday, July 19, 2025 – 9am – 5pm

This is a "Rain or Shine" Event (no rain date scheduled and no refunds)

Business/Organization Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

LATE FEES OF \$25 APPLY AFTER JUNE 25 <sup>th</sup> - DEADLINE TO APPLY IS JUNE 18 <sup>th</sup> BY 5PM					
VENDOR TYPE	SATURDAY ONLY		FRIDAY AND SATURDAY		TOTAL FEE
FOOD VENDORS		# SPACES		# SPACES	
10X20 Space	\$400		\$575		
10X30 Space	\$500		\$675		
10X40 Space	\$600		\$775		
<b>BEVERAGE/SINGLE ITEM FOOD VENDORS (ex. kettle corn, nuts, lemonade, icees, sodas)</b>					
10X10 Space	\$285		\$450		
Application must be delivered to Clarksville Chamber if it is after <span style="color: red;">June 25, 2025: \$25</span>					
ADDITIONAL FEE APPLIES					
DEADLINE TO APPLY IS JUNE 18 <sup>th</sup> BY 5PM					
<b>TOTAL</b>					\$

CLARKSVILLE CHAMBER MEMBERS ONLY	PER DAY	# SPACES	# DAYS	TOTAL FEE
10X20 FOOD	\$175 per day			
Application must be delivered to Clarksville Chamber if it is after <span style="color: red;">June 25, 2025: \$25</span>				
ADDITIONAL FEE APPLIES				
DEADLINE TO APPLY IS JUNE 18 <sup>th</sup> BY 5PM				
<b>TOTAL</b>				\$

Will you use a generator?

No

Yes, and I understand ONLY quiet, clean-burning generators are allowed. If generator is noisy as determined solely by festival organizers, I may be asked to leave.

Which side of your food truck do you serve from?  Driver side  Passenger side

Are you a previous food vendor at any Clarksville Chamber event?

No  Yes - If yes, Year and Event? \_\_\_\_\_

Price range of your products low \$ \_\_\_\_\_ to high \$ \_\_\_\_\_

Description and full menu: (provide separate sheet if needed; remember to provide 3 photos and a photo of your food truck/serving display with application):

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I am interested in staying late Saturday night 5pm-10 pm. Please send me an application if space is available. I understand space availability is not guaranteed.

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I have read all INFORMATION AND REQUIREMENTS for this event and agree to abide by these terms. By signing below, I confirm I understand the requirements.

Please make checks payable to Clarksville Lake Country Chamber of Commerce. Be sure to include pictures with your application or email them to Director@KerrLake.com.

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

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

OFFICE USE ONLY			
Date Received:	_____	Check # _____	\$ _____ SASE _____
Pictures Received/Emailed:	_____	Accepted _____	Declined _____ Date Notified _____

**MAIL COMPLETED APPLICATION, PICTURES, AND PAYMENT TO:**

Melissa Nelson, Executive Director  
Clarksville Lake Country Chamber of Commerce  
P. O. Box 1017  
Clarksville, VA 23927

EMAIL: Director@KerrLake.com