



Hardy County Tour and Craft Association

PO Box 1001, Moorefield WV 26836

Dear Vendor,

The Hardy County Tour and Craft Association would like to invite you to be a part of the festivities this year for our annual Heritage Weekend. Heritage Weekend will be held on September 26-28, 2025. We will update you with the times of our events once the schedule has been confirmed. **Please indicate on your application if you need certain hours so that we can coordinate your location with that of an event.**

Enclosed you will find a copy of the 2025 contract to be completed and returned, indicating your intention to participate in our three-day festival this fall. The information you provide on the application will be used for advertising, so it is to your advantage to complete and return it as quickly as possible. Advertising will include promoting your business on our official website, Facebook, and flyers to be handed out at our visitor centers.

At the close of Heritage Weekend, an association representative will visit your stand to collect the 10% contribution fee based on your ***total sales (a minimum fee of \$20)***, or you need to mail your 10% contribution fee to the HCT&CA promptly. The Hardy County Health Department requires all commercial temporary food service operators to have a temporary permit on file to participate in Heritage Weekend. The required Health Department form and letter of explanation are attached. Please contact the Health Department at 304-530-6355 if you have questions completing the Temporary Food Service form. HCT&CA will verify with the Health Department that all vendors have the proper permits prior to event setup.

Thank you for your participation in the event. Please provide your application by September 1, 2025 (mail to Hardy County Tours & Craft Association: PO Box 1001, Moorefield, WV 26836). If you have any questions, please email shultzrealty@hardynet.com or call 304-530-3100.

Sincerely,

Carolyn Strickler, Vendor Chairperson

Hardy County Health Department
421 Jackson Avenue
Moorefield, WV 26836
304-530-6355

From: Hardy County Health Department

To: Temporary Food Service Owners/Operators

All Temporary Food Service Operators will register with the Health Department for all events their operation will participate during the year. Registration forms will be available through whichever committee your operation deals with or the Health Department.

All Temporary Food Service Operators will pay an annual registration fee of \$50.00. This fee allows your operation to participate in all events you have registered for in Hardy County for the entire year. The year will run from June 1 to June 1. This fee will not be prorated. if you fail to register by June 1 and still wish to participate in later festivals, the fee will still be \$50.00.

All Religious, Educational, Non-Profit, and Charitable organizations will be exempt, under WV Code, chapter 16, from paying a permit fee or obtaining a temporary food permit. A Non-profit organization is an organization with a 501(c)(3) tax code, if you do not have this tax code, you are not a Non-Profit organization.

The registration form must be completed in its entirety and returned, with the registration fee, to the above address. Failing to complete the **ENTIRE** form may result in your operation not being registered. Fees can be paid by check or money order to the Hardy County Health Department. Cash payments will only be accepted in person at the Health Department so that a receipt may be issued at that time.

All Employees and volunteers must have a current food handler's card, or that person may **NOT** work for the food service. In addition, each food service must display their temporary food permit at each event and have the original or copy of all of their employees' and volunteers' food handler cards, and be in compliance with the **Guidelines for Operating a Temporary Food Service Concession**. Any food service operating out of compliance with the temporary food service guideline (no hair restraints, gloves, food handler cards, etc.) will be closed.

We want to work with Temporary Food Service Operators to ensure safe and continued operations. Please contact this office if you have any questions.

Sincerely,

Bill Ours

REGISTRATION FOR TEMPORARY
FOOD SERVICE OPERATIONS

Hardy County Health Department
421 Jackson Avenue
Moorefield, WV 26836
(304) 530-6355

APPLICATION IS HEREBY MADE TO OPERATE
A TEMPORARY FOOD SERVICE
ESTABLISHMENT IN ACCORDANCE WITH THE
APPLICABLE RULES AND REGULATIONS OF
WEST VIRGINIA 64CSR17 FOOD CODE

PLEASE PRINT:

Names of all Events Your Operation Will Participate in: _____

Dates of Planned Operations: _____

Locations: _____

Name of Organization or Company Operating the Food Concession: _____

List of Foods and beverages prepared on site: _____

Are raw meats, fish, poultry, or eggs to be handled? () Yes () No

List of foods and beverages prepared elsewhere: _____

How will potentially hazardous foods be maintained a temperature below 41F or above 135 F?

Describe facilities to wash, rinse, and sanitize utensils: _____

Is potable (safe drinking water) available at the site? () Yes () No

Representative/agent completing application: _____ Phone Number: _____

Address where permit is to be mailed: _____

Date of application

Signature of applicant: () owner () agent

FOR HEALTH DEPARTMENT USE ONLY

Permit number if required: _____

Date of initial inspection: _____ Permit Issue on: _____ by: _____

Permit valid on following dates, inclusive: _____

Other action: _____



Hardy County Tours & Craft Association

Food Vendor Agreement to Promote & Participate in Heritage Weekend

This agreement is made between the Hardy County Tour & Craft Association and any Business/Organization participating in the Heritage Weekend Festival.

In sponsoring Heritage Weekend, the Hardy County Tours & Craft Association incurs expenses that pertain to publicizing the Weekend and its events. These expenses are called promotional expenses and may include, but are not limited to, publicity through newspapers, TV, radio, magazines, booklets, flyers, websites, social media, and brochures.

Businesses/Participants Agreement to Promotional Expense

Any Business/organization participating in Heritage Weekend receives promotional assistance from the Hardy County Tour & Craft Association. For this promotion, every exhibitor/organization agrees to pay ten percent (10%) of their **TOTAL GROSS SALES** to the Hardy County Tours & Craft Association. There is a minimum of \$20 contribution fee. In any case, all payments owed to the Hardy County Tour & Craft Association are to be paid within ten (10) days following Heritage Weekend.

AGREEMENT

I/we agree to pay ten percent (10%) of Total GROSS SALES with a minimum contribution fee of \$20 to meet promotional expenses of Heritage Weekend.

Business/Organization Name: _____

Description of Foods: _____

Dates and Time Available for the Weekend (Heritage Weekend activities begin at 5 pm on

Friday evening thru Sunday Evening): _____

Mailing Address: _____

Email Address: _____ **Phone:** _____

Signature: _____ **Date Signed:** _____

Printed Name: _____

In signing this agreement, the individual or Organization agrees to hold harmless the Hardy County Tour & Craft Association from any/all liability as a result of participation in Heritage Weekend. **Please mail to:**

Hardy County Tour & Crafts Association
c/o Food Vendor Chairperson
PO Box 1001
Moorefield, WV 26836



Heritage Weekend Food Vendor

Remittance Voucher of 10% total sales to HCT&CA

Please display the Official Food Vendor sign (on back) prominently on your stand.

At the close of Heritage Weekend or immediately upon closing your stand, vendors are to pay the 10% fee of total **sales** (\$20 minimum).

Thank you for supporting Hardy County Heritage Weekend!

Please submit this voucher with payment to ensure proper credit to your organization/business.

Total Sales: \$ _____ Remittance amount (10%): \$ _____

Vendor Name: _____

Address: _____

Email Address: _____

Contact Number: _____

Hardy County Tours & Craft Association
Attention: Food Vendor Chairperson
PO Box 1001
Moorefield, WV 26836

Please contact Carolyn Strickler at 304-530-6306 or at shultzrealty@hardynet.com with questions.

Official Heritage Weekend Food Vendor



Signed: _____ Food Vendor Chairperson