



**Hardy County Tour and Craft Association**  
PO Box 1001, Moorefield WV 26836

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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 27 thru 29, 2024. We will update you with the times of our events once the schedule has been confirmed. **Please indicate in 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 2024 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 as quickly as possible. Advertising will include promoting of 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, 2024 (mail to Hardy County Tours & Craft Association: PO Box 1001, Moorefield, WV 26836). If you have any questions, please email [heritageweekend@hardynet.com](mailto:heritageweekend@hardynet.com) or call 304-530-6306.

Sincerely,

*Carolyn Strickler*, Vendor Chairperson

Hardy County Health Department  
411 Spring Avenue, Suite 101  
Moorefield, WV 26836  
304-530-6355

Date: July 1, 2024

From: Hardy County Health Department

To: Temporary Food Services

Subject: Temporary Food Service Permits for 204

Please find enclosed the application for your temporary food permit. The application must be completed in its entirety and returned, with the permit fee, to the above address. Failing to complete the **ENTIRE** application, may result in not receiving a permit. The permit fee for 2024 is \$50.00. Fees can be paid by check or money order to Hardy County Health Department. Cash payments will only be accepted in person at the Health Department in order that a receipt may be issued at that time.

As a reminder **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 and have the original or a copy of all of their employees and volunteer's foodhandlers cards and be in compliance with the ***Guideline for Operating a Temporary Food Service Concession***.

Any food service operating out of compliance with the temporary food service guideline (no hair restraints, gloves, foodhandlers cards, etc.) will be closed. We want to work with each food service to ensure safe and continued operations. Please contact this office if there is any way we may assist you.

Sincerely,

*Heidi Bosley*

REGISTRATION FOR TEMPORARY  
FOOD SERVICE OPERATIONS

Hardy County Health Department  
411 Spring Avenue, Suite 101  
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/Organizations 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 [heritageweekend@hardynet.com](mailto:heritageweekend@hardynet.com) with questions.

# Official Heritage Weekend Food Vendor



Signed: Cowlyn L Strubler Food Vendor Chairperson