



FILIPINO AMERICAN FESTIVAL

VENDOR APPLICATION

YOUR CONTACT INFORMATION

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
City/State	<input type="text"/>	Zipcode	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

TYPE OF VENDOR (Check One):

<input type="checkbox"/> Non-Profit / Information Booth	<input type="checkbox"/> Craft / Artisan Vendor	<input type="checkbox"/> Retail / Merchandise Vendor
<input type="checkbox"/> Food Vendor (requires health permit & fire inspection)	<input type="checkbox"/> Other	

Do you have Business Registration

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Business Name	<input type="text"/>
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BOOTH INFORMATION

<input type="checkbox"/> Do you need electricity?
<input type="checkbox"/> Do you need water access?

(MUST BRING YOUR OWN TABLE, CHAIRS, TENT, AND EXTENSION WIRES)

FEES & VENDOR TYPE

<input type="checkbox"/> Food Vendor \$100	<input type="checkbox"/> Food Truck \$200
<input type="checkbox"/> Craft / Retail Vendor \$50	
<input type="checkbox"/> Information Table \$30	
<input type="checkbox"/> FIL-AM Members - \$0	

DESCRIPTION OF ITEMS YOU PLAN TO SELL OR DISPLAY:

<input type="text"/>

Submitting this application does NOT guarantee acceptance to the event. All applications will be reviewed. You will be notified via email or phone .

Business Registration #	<input type="text"/>
Name Requestor	<input type="text"/>
DATE	<input type="text"/>
DENIED VENDOR	<input type="text"/>
APPROVED VENDOR	<input type="text"/>

Signature , _____

Filipino American Association of West Virginia (FAAWV)

Vendor Participation Waiver & Agreement

I, the undersigned business owner, acknowledge that my participation in the event hosted by the Filipino American Association of West Virginia (FAAWV) is voluntary and may involve certain risks, including but not limited to accidents, personal injuries, illnesses, or property damage.

I agree to abide by all requirements set forth by the City of Charleston and any permits or inspections requested by the Kanawha-Charleston Health Department, including fire and safety regulations for food vendors.

I hereby waive, release, and discharge the Filipino American Association of West Virginia, its officers, board members, volunteers, sponsors, agents, and affiliates from any and all liability, claims, demands, damages, or causes of action that may arise from participation in the event, whether caused by negligence or otherwise.

I acknowledge and agree to the following:

- I am participating at my own risk.
- I am solely responsible for any personal belongings I bring to the event.
- I agree to follow all safety instructions and event rules.
- If I feel unsafe or unwell, I will immediately notify an event coordinator and remove myself from participation.
- All fees are non-refundable and non-transferable.
- Once my application is approved and payment is submitted, no refunds will be issued for any reason, including cancellations, no-shows, or personal scheduling conflicts.

Filipino American Association of West Virginia (FAAWV)

IMPORTANT:

This Vendor Application must be submitted before September 30.

All checks and completed applications must be mailed to:

1506 Kanawha Blvd W, Charleston, WV 25312

All checks must be made payable to:

FILIPINO AMERICAN ASSOCIATION OF WEST VIRGINIA

Business Name: _____

Owner/Representative Name (Print): _____

Signature: _____ Date: _____

Phone: _____ Email: _____

BUSINESS INSURANCE REQUIREMENT

To ensure a safe and responsible environment for all vendors, guests, and attendees, the Filipino American Association of West Virginia requires all applicable vendors to carry business liability insurance and name the Association as an Additional Insured for the day of the event.

This is a standard requirement for most public festivals and protects both your business and the organizing association.

Who Must Submit a Certificate of Insurance (COI)?

- Food vendors
- Food trucks
- Vendors using heat, oil, or open flames
- Any vendor with business liability insurance

➤ COI Requirements

Your Certificate of Insurance must include the following:

Additional Insured Name:

Filipino American Association of West Virginia

Address:

1506 Kanawha Blvd W
Charleston, WV 25312

Date of Coverage:

October 18, 2025 (the day of the festival)

The COI must clearly state that the Filipino American Association of West Virginia is listed as Additional Insured for the event.



Where to Send Your COI

Please email a copy of your completed Certificate of Insurance before the event to:

filipinoamericanassociationofwv@gmail.com

Vendor Parking Information

Filipino American Heritage Festival 2025

 Slack Plaza – Charleston, WV |  October 18, 2025

Parking Guidelines for Vendors

- One vehicle per vendor is allowed in the unloading zone during setup.
- Vendors may arrive early to unload their equipment and supplies.
- All vehicles **MUST** be removed from Slack Plaza by 10AM sharp.
- After unloading, vendors must move their vehicles to the designated vendor parking areas outside the event footprint.
- Vehicles are not permitted to remain in the plaza during the festival hours.

Designated Vendor Parking

- Complimentary vendor parking will be provided in a location within walking distance of Slack Plaza.
- Parking area details, including address and a map, will be sent to vendors via email prior to the event.
- Each vendor will receive a parking pass or dashboard permit at check-in that must be displayed visibly in the vehicle.

Parking Timeline

- Vendor unloading and setup: Vendors may begin arriving and unloading starting at 7:00 AM.
- All vehicles must exit the plaza: By 10AM sharp to ensure pedestrian safety and event preparation.
- No vehicle re-entry: Vehicles are not allowed to re-enter the plaza until after the event has concluded and crowds have dispersed.

Important Parking Reminders

- Do not block any fire lanes, pedestrian walkways, emergency exits, or other restricted areas.
- Vehicles remaining in the plaza after the 10AM deadline may be towed at the vehicle owner's expense.
- Vendors are encouraged to carpool or share rides to reduce parking congestion.

Questions or Concerns?

Please contact the Filipino American Association of West Virginia at

 filipinoamericanassociationofw@gmail.com

Permits & Insurance

- All food vendors must have a valid Kanawha-Charleston Health Department food permit
- Vendors must register with the City of Charleston Treasurer's Office for a vendor license
- Vendors must submit a Certificate of Insurance (COI) listing: Filipino American Association of West Virginia
1506 Kanawha Blvd W, Charleston, WV 25312
as an Additional Insured

Food Truck Requirements

- Food trucks must provide exact dimensions, including the trailer hitch
- Space is limited and will be assigned based on size and order of registration

Setup

- Check-in begins at 7:00 AM at the Filipino American Association Table (main stage area)
- Setup must be completed by 10:00 AM
- Selling begins after the opening parade, which starts at 11:00 AM
- Vendors must bring their own:
- Tables and chairs
- 10x10 tent with secure weights (no ground staking allowed)
- Cooking equipment and serving materials

Trash, Grease, and Clean-Up Rules

- Vendors must keep their area clean at all times
 - No grease, oil, or wastewater may be dumped on sidewalks, streets, or grass, gravel
 - You must bring a plastic or absorbent floor covering to protect the ground from oil or spills
 - Used grease must be stored in sealed containers and taken off-site
 - Do NOT pour grease down drains or in public trash cans
 - Trash must be bagged and disposed of in designated festival bins
 - Non-compliance may result in:
 - A \$1500 fine
 - Immediate shutdown
 - Ban from future events

Prohibited Actions

- No early breakdowns vendors must remain until the event ends
- No sale of drinks without prior approval
- No switching of vendor spots without permission

Weather & Liability

- This is a rain-or-shine event
- Be prepared for sun, rain, or wind
- The Filipino American Association of West Virginia is not liable for any loss, theft, injury, or damage

Filipino American Heritage Festival

2025 Date: October 18, 2025

Location: Slack Plaza, Charleston, WV

By signing below, I agree to release and hold harmless the Filipino American Association of West Virginia, its officers, volunteers, partners, and the City of Charleston from any and all liability, claims, demands, losses, or damages arising out of or in connection with my participation as a vendor in the Filipino American Heritage Festival 2025. I understand that I am responsible for my own equipment, merchandise, staff, and setup. I acknowledge that I must take all reasonable precautions to ensure safety and cleanliness in and around my vending area. I understand that the event is held rain or shine, and that no refunds will be issued due to inclement weather or inability to attend. I further agree to abide by all rules and regulations set by the organizers. I also acknowledge that I have obtained all necessary permits and insurance coverage required by the City of Charleston and the Kanawha-Charleston Health Department, and that I have added the Filipino American Association of West Virginia as an additional insured on my certificate of insurance.

Vendor Business Name:

Print Name:

Signature:

Date: _____