

TOWN HALL
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MONTROSS, VA 22520
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Town Manager
Francine G. Taylor



Est. 1852

Town of Montross

Mayor
JOSEPH P. KING

Vice-Mayor
KATHRYN S. WITTMAN

Council
CLINTON A. WATSON, JR.
CAROLYN K. CARLSON
AARON L. HOOKS
DARRIN J. LEE
DAVID L. SMITH

MONTROSS FALL FESTIVAL

Honoring Our Volunteer Rescue Squad and First Responders

October 4, 2025

Montross Fall Festival will be held on Saturday, October 4, 2025. All spaces will be 12' x 12' at \$60.00 per space. Please make sure your booth (including tent poles) will fit in the space requested. The Food Court will be located in the area between Northern Neck Brewing Company and Miss Lora's.

CARBONATED DRINK SALES WILL BE ALLOWED

There will be a limited number of vendor spaces. Therefore, applications will be processed based on date received in the Town Office. **Spaces will be assigned upon receipt of your application and fee.**

Enclosed please find the following:

FOOD COURT VENDOR APPLICATION

Application and a \$60 fee for each space needed must be received by September 1, 2024.

WESTMORELAND COUNTY HEALTH DEPARTMENT INFORMATION

Westmoreland County Health Department will be inspecting food vendors and bake sales. You must contact them for a Temporary Restaurant Permit prior to the event. They can be contacted at (804)493-1335.

Your participation is encouraged. If you have any questions, please contact Barbara Jean Jones at (804) 450-2373.

Respectfully,

The Montross Fall Festival Committee

County Seat of Historic Westmoreland County

October 4, 2025
MONTROSS FALL FESTIVAL

FOOD VENDOR APPLICATION

APPLICANT/BUSINESS NAME: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

EMAIL: _____ PHONE: _____

(Items to be sold) _____

ESTIMATED TIME OF ARRIVAL FOR SET UP: _____

Application Fees

Spaces Needed

Fee Enclosed

\$ 60.00 - Space 12' x 12'

**PLEASE MAKE SURE YOUR BOOTH WILL FIT IN THE SPACE REQUESTED
TENTS WEIGHTED DOWN FOR SAFETY**

****WESTMORELAND COUNTY HEALTH DEPARTMENT PERMIT REQUIRED****

**Return Application and fee by September 1, 2025 to:
Town of Montross
P. O. Box 126
Montross, VA 22520**

ALL FEES ARE NON-REFUNDABLE

If you have questions, please contact Town Hall at 804 493-9623 and leave a message with your name, number, and the best time to contact you. A Fall Festival Committee volunteer will return your call.

SET UP TIMES:

Friday afternoon 1:00 - 8:00 P.M.----Saturday morning 6:00 - 8:00 A.M.

CANNOT SET UP AFTER 8:00 A. M. ON SATURDAY. MUST REMAIN SET UP UNTIL 4:00 P.M.

MONTROSS FALL FESTIVAL

OCTOBER 4, 2025

Food Vendor Rules & Regulations and Release

- Vendors selling prepared foods for consumption on site are **required to obtain the proper permit from the Westmoreland County Health Department.**
- A **Certificate of Insurance** naming the Town of Montross as an additional insured with limits of liability of \$1,000,000 per occurrence & \$2,000,000 general aggregate is also **required and must accompany this application.**
- Vendors are responsible for all booth set-ups and take downs. In the event the Vendor's part of a display or product causes harm or damage to another due to negligence on his/her part, the Vendor will be responsible for those damages.
- All vendor tents **MUST** be securely weighted to prevent movement in the event of weather, i.e. wind, rain, etc.
- Vendors are responsible for the safety of all products being sold.
- Vendors must cooperate with the Montross Fall Festival Event Coordinators regarding the use of property, assigned spaces, etc.
- Vendors will park after unloading in designated vendor parking area.
- The Vendor shall maintain his/her space, activities, and business practices in compliance with all applicable local, state, and federal laws and regulations.
- Applicant hereby releases, forever discharges, and holds harmless the Town of Montross, County of Westmoreland, G Bryan Oliff, Northern Neck Brewing Company and their respective officers, and employees, volunteers, agents, and consultants from any responsibility, personal liability, loss and/or damage in connection with this festival.
- Vendor fees are payable in advance to the Town of Montross. All fees are non-refundable and due no later than September 1, 2024.
- Please return signed forms to:

Town of Montross
PO Box 126
Montross, VA 22520

I have read and agree to the above terms:

Vendor Signature _____

Printed Name _____

Date _____