West Virginia Horse Expo
Food Court Registration

Thank you for your interest in participating in the West Virginia Horse Expo Food Court. The Food Court is made up of church groups, civic clubs and other non profit organizations that sell food to expo attendees to raise funds for their organization. Our objective is to provide family friendly priced food for our attendees while supporting the good work being done by organizations in our community. Examples of food sold last year are fried chicken dinners, hot dogs, nachos, chili, breakfast biscuits, pulled pork sandwiches, baked goods, and hot and cold beverages. Please read through the following rules for participation in the Food Court as well as the WVHE General Terms & Conditions for all exhibitors.

1. All interested parties must complete a registration form listing name of the organization, contact information and food to be sold.

2. The Registration Fee is $25.00. Registration forms must be in by April 1, 2010.

3. Each registered organization will be provided one table and two chairs in the Food Court. Additional tables and chairs are available for a fee.

4. All individuals serving food that has not been prepackaged (i.e. bags of chips, candy bars, cans of soda etc.) must have a Food Handler's Card. Individuals should be prepared to present their card upon request.

5. Many outlets are available in the Food Court. However, extension cords may be necessary to access outlets.

6. The Food Court will be open Saturday 7:00 am – 6:00 pm and Sunday 7:00 am to 5:00 pm.

7. Exhibitors must provide their own coolers and heating equipment. Areas of the kitchen will be available to exhibitors on a first come first serve basis.

8. Exhibitor's may decorate their area and hang banners or signs for identification and pricing. Signs must be adhered using standard clear tape.

9. Exhibitors must adhere to all electrical, fire, and other state and local codes. .

10. All exhibitors are requested to keep their area and the area surrounding them clean.

11. WVHE Management reserves the right to reject any application or applicant's choices of food to serve. For example, if more than two exhibitors are choosing to sell the same food items, we may request that an applicant change the items they are selling.

12. After setup, exhibitor's table should be attended by a member of the organization at all times.

13. Although the Annex Building will be locked and security will patrol the area, WVHE Management is not responsible for personal items left in the building.

14. All food and equipment must be removed from the site by the Sunday evening at 8:00 pm. Exhibitors are requested to be sure that their area is thoroughly cleaned.