



Vendor Application

PAPA'S CHICKEN AND RIBS, LLC African American Achievers Recognition Ceremony

Event Details:

Event Name: African American Achievers Recognition Day

Event Date: June 19th, 2025

Event Time: 1:00pm – 7:00pm

Event Location: 4727 Shepherdstown Road Martinsburg, WV 25404

Expected Attendance: 200 min. – 499 max.

Vendor Information:

1. **Business Name:**

2. **Contact Person Name:**

3. **Phone Number:**

4. **Email Address:**

5. **Website/Facebook/Instagram (if applicable):**

Vendor Type Needed: (5) Food Vendor & (10) Craft vendor Only!

Please check one:

- **Food Vendor:** _____
- **Craft Vendor:** _____

Description of Items for Sale (Food, Crafts, etc.):

Please provide a brief description of the items you plan to sell during the event.

Food Vendors Only:

1. **Food Item(s) to be Sold:**

2. **Size of Truck/Trailer (in feet):**

3. **License & Permits:**

Please attach a copy of your current business license and food permits (if applicable).

Attached

Not Applicable

Craft Vendors Only:

1. **Type of Crafts/Products (Please be specific):**

2. **Size of Display Area Needed (in feet):**

Vendor Space Fees:

- **Food Vendors:** \$100.00
- **Craft Vendors:** \$35.00

Please make checks payable to **Papa's Chicken and Ribs, LLC**. Payments can also be made via Cash App. at `{PapasChickenandRibs}` or `{Debit/Credit Card payment}`. Spaces will be assigned on a first-come basis, so please apply early.

Additional Information:

- Vendors will be provided with 12x12 space [No Electricity].
- All vendors must set up by 12:00 noon and remain open until 6:00pm.
- No refunds for cancellations after 04/01/2025.
- Please bring your own tables, chairs, and tents.
- No vendor will sell the same product. (No Exceptions)

Agreement and Signature:

By submitting this application, I agree to adhere to all event guidelines, including health and safety regulations, and to hold harmless Papa's Chicken and Ribs, the event organizers, and all affiliates for any liability, injury, or damage that may occur during the event.

Signature: _____

Date: _____

Submission Instructions:

Please complete this form and return it by April 30, 2025. You can submit this application via:

- Email: pchickenandribsateam@gmail.com
- Mail: 4727 Shepherdstown Road, Martinsburg, WV 25404

For questions or more information, please contact, Kenneth E. Sutton at: 304-283-7348
