



FOOD VENDOR APPLICATION

MCLEAN DAY FESTIVAL

SATURDAY, MAY 15, 2010

APPLICATION DEADLINE: March 12, 2010

Date Received: _____

The **MCLEAN DAY FESTIVAL**, Celebrating our Hometown, is the McLean community's largest event. All spaces are located outdoors at Lewinsville Park, 1659 Chain Bridge Rd, McLean, VA. Food Vendor applications are considered based on professional quality, your unique menu, date received, booth set up & references. The discretion of the festival management is key to balancing the show with an appealing variety. *This is an application it does not guarantee acceptance.* Preferential treatment is given to tax-district residents, businesses and organizations provided they meet all expected standards.

COMPLETE APPLICATION MUST BE ACCOMPANIED BY A \$300 ADVANCED PAYMENT WHICH WILL ACT AS A DOWN PAYMENT ON YOUR FINAL BOOTH PRICE OR BE RETURNED IF YOU ARE NOT ACCEPTED.

CONTACT INFORMATION:

NAME: _____

ORGANIZATION/BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____ FAX: _____ CELL: _____

EMAIL: (required for credit card receipt) _____ WEBSITE: _____

BOOTH SPACE INFORMATION:

12x12 outdoor Food Concession Booth: Offering food for consumption on site. Spaces do not include electricity, water or any equipment whatsoever.	Spaces (2 max)	Advanced Payment \$300.00
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Do you have a large vehicle or trailer that needs to be located within your space? YES NO
 (Larger vehicles may require additional spaces). A photo of the vehicle and dimensions must be supplied with this application in order to be considered.

New Vendors must send a photo of their booth set up and a list of references and contact numbers from other festivals which you participate in.

All food vendors must obtain a temporary food permit through the Fairfax County Health Department. This is the responsibility of the food vendor. There is a fee for each permit and the permit must be obtained at least 10 days in advance of the event. For the latest information on health department permits please contact the Fairfax County Health Department: 703-246-8435.

A one-time Fire Prevention Code Permit is required when propane is used; i.e., grilling, tent heaters. Permit Type-F3LP5 - LPG: Temporary Storage, Use & Handling 703-246-4753

PAYMENT INFORMATION: Pay by check (made payable to: McLean Community Center), money order or credit card.

MC VISA AMEX Card #: _____ Amount: \$ **300.00**

Exp. Date: _____ Name as it appears on Card (PRINT): _____

Billing Address: _____

Signature: _____

Final payment due for booth space will be determined by number of spaces requested, quality and value of food/drink items sold, not to exceed \$600.00 per space. If accepted, a Food Service Agreement stating final price (minus deposit) will be sent to applicant for final payment and confirmation of space. By submitting this application you agree to the enclosed Terms and Conditions.

SAMPLE MENU:

(EXAMPLE: 1/4 LB/HAMBURGER/\$1.00) IF MORE SPACE IS NEEDED, USE BACK OF FORM OR ATTACH YOUR OWN MENU.

Weight/volume	Item	Price		Weight/volume	Item	Price

NOTE: WE HAVE GIVEN AN EXCLUSIVE RIGHT TO A LOCAL NON-PROFIT REGARDING THE SALE OF HOTDOGS.

FOOD VENDOR TERMS & CONDITIONS

MCLEAN DAY FESTIVAL

Produced by the McLean Community Center

EVENT DATE

Saturday, May 15, 2010

HOURS: OPEN TO EXHIBITORS

7:00 a.m. – 7:00 p.m.

HOURS: OPEN TO PUBLIC

11:00 a.m. – 5:00 p.m.

- LOCATION:** The event is located at Lewinsville Park, 1659 Chain Bridge Road, McLean, VA 22101. This is an outdoor event.
- REFUNDS:** No refunds 60 days prior to the event. Refunds under this paragraph will *only be considered if requested in writing*. Full refunds will be made only if the event is not held. Please note that this paragraph supersedes any other Center refund policies.
- SET-UP TIME:** DETERMINED BY YOUR BOOTH LOCATION. ALL VENDORS WILL BE SENT A PASS WITH YOUR LOAD-IN TIME AND BOOTH #. You must be ready for the public no later than 11:00 a.m. However; if you are ready earlier than that and would like to open up to sell items to other vendors and staff you are welcome to do so whenever you are ready! **NO VEHICLES OR TRAILERS WILL BE ALLOWED IN THE PARK AFTER 10:00 A.M. THE GATES WILL BE CLOSED AT 10:00!** Arrivals at the gate at 10:00 will have to carry their items inside the Park (no exceptions!). Friday setup is authorized and must be approved and scheduled by Wednesday of the week prior to the event. It is understood that the McLean Community Center does not provide security at the park for vendors who set up on Friday. Vendors are responsible for securing their booth space and any items left at the park until Saturday morning. Vendors may NOT begin packing up before 5:00 p.m. on the day of the festival. Booths must be removed by 7:00 p.m.
- SETUP/LOAD OUT:** A designated member of our staff will assist you in finding your space location. That person will be identifiable at the setup entrance. All setup vehicles, except food vending vehicles must be removed from the park **by 10:00 a.m.!** You may not park inside the park, on Nathaniel Lane, or in the park parking lot after setup. A map, directions to the park and a LOAD-IN PASS which may not be duplicated will be sent to you in a load-in packet if you are accepted into the festival. No porter service is available. Gates for load-out will open at the discretion of park and festival officials when safe to do so.
- PARKING:** You cannot park anywhere inside the park or on Nathaniel Lane after setup. The only exception is a support vehicle for food concessions behind their stands. Parking is available at the Fairfax County Lewinsville Senior Center and Day Care (1609 Great Falls Street). Passenger carts will be provided to take you into the park. There will be pickup behind the center, through the back fence on Evers Drive. If you prefer satellite parking at the McLean Community Center shuttle bus service will start at 9:30am and drop off at the front of the Park. Please plan ahead.
- COMMERCIAL DELIVERIES:** Deliveries must be made between 7:00 a.m. and 10:00 a.m. Deliveries to your booth location will not be available after 10 a.m. Delivery vehicles must be removed by 10:00 a.m. We will have utility carts to load deliveries from the Chain Bridge Road and Nathaniel Lane entrances after 10:00 a.m. and throughout the festival. Please advise an official at the Event Information tent and they will request a cart for you. Please notify Sam or Peggy by Wednesday, May 12 if you plan to have rental equipment or materials delivered to the Park on Friday or Saturday. We will direct deliveries to your booth.
- ELECTRICITY/WATER:** There is no power available at the park. Only whisper-quiet generators are allowed. We reserve the right to ask you to turn off generators that are too loud. There is a water spigot on the side of the main house at the park. This is the only source of water. It is advised that you bring your own bottled water if needed.
- BOOTH/EQUIPMENT/CLEAN-UP:** Booth spaces are 12x12 unless contracted otherwise. We will assign your space. Once set up, your booth shall not block the view of another or encroach upon any other booth space. Be prepared for the weather. **Exhibitors will supply their own tents, tables, chairs, and displays.** Tents must have a fire-rated seal visible. Any tent without a fire-rated seal must be taken down. You are expected to keep the space in good order and clean up and remove ALL trash before leaving. Exhibitors will not leave the booth unattended and should understand that the Center and the Fairfax County Park Authority will not assume responsibility for the booth. Tents with long tie-down lines are prohibited as they cause trip hazards for festival attendees.
- SOLICITATION/PAMPHLETING:** You may not solicit or pamphlet anywhere inside Lewinsville Park outside of your 10x10 booth space on behalf of your business, organization, political or social cause.
- SIGNAGE:** Exhibitors provide their own professional quality identification signs. They must be large enough and high enough to be seen. If you run out of an item you must have a way to indicate that so that people can see before they stand in your line that you no longer have that item. This can be done by crossing the item off your menu with a line or by putting up another sign saying eg., "sorry no lemonade".
- CANCELLATION POLICY/RAIN OR SHINE:** Festival is held rain or shine, but if weather conditions are extremely unfavorable, festival officials may cancel all activities. There is no rain date for the festival. See refund policy # 2. Call the Center for the latest information.
- STATE TAX & HEALTH:** Exhibitors are agreeing that they are responsible for collecting and reporting Virginia State Sales Tax (5%) and abiding by all County, State, and Federal Health requirements. Further, they agree to indemnify and hold harmless Fairfax County, the McLean Community Center, and its Governing Board from any liability resulting from their failure to do so.
- FIRE SAFETY:** All canopy tents must be fire-rated displaying a visible CPAI-84 Fire Rated seal.
- ADVERTISING:** This event is advertised widely in local publications, the MCC program guide and through internet and email advertising. Advertising is a joint venture. List the event on your websites, contact your local customer base and let people know where we are.
- INDEMNITY:** By participating in this event, the exhibitor agrees to indemnify and hold harmless the County of Fairfax and the McLean Community Center and its Governing Board from any and all liability for damage, County Health code violations, injury, or loss to any person or goods for any reason. The exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the McLean Community Center is just providing a place for the party to conduct their business.

RETAIN THESE TERMS AND CONDITIONS FOR YOUR REFERENCE AND READ THOROUGHLY.