

# NOVA Parks & Friends of the W&OD Trail

present



Come Celebrate 45 Years & 45 Miles of the W&OD Trail



## Date:

Saturday, September 7, 2019

**Time:** 8am - 6pm

## Location:

Loudoun County Fairground  
17558 Dry Mill Road, Leesburg VA

## Events:

5K Run/Walk Rides for children  
Petting Zoo Obstacle Course  
Rock Climbing Wall & more

# FOOD VENDORS & EXHIBITORS' APPLICATION

## INFORMATION REQUIRED FOR APPLICATION:

- Contact/Business Information -Tax ID - Menu/Product List
- Complete footprint requested (including hitch) - Power Needs for vending set-up
- Photos (Required)

## ADDITIONAL REQUIREMENTS IF/WHEN CONTRACT IS EXTENDED (For informational purposes only)

- Proof of Liability and Auto Insurance
- Certificate of Insurance listing the festival as additionally insured
- Proper County Approved Temporary Health Permit/ Paperwork for the event period.
- In addition to the \$200 booth fee, each food vendor will also submit a \$100 security deposit. Should your booth area be left with debris or should you fail to comply with any of the listed guidelines below, you will forfeit your security deposit.

Please take a moment to review pertinent rules and regulations for all vendors before continuing on to the application. If you feel you cannot commit to/comply with the following rules, please do not continue the application process.

**FESTIVAL HOURS:** On event days, vendors are expected to be open, staffed and ready for business when the gates open and are required to operate continuously until 6:00pm. Closing early is not permitted and if your stand is found un-staffed, it will be grounds for dismissal and forfeiting of your security deposit.

**REQUIRED HOURS:** Sat. 10:00am – 7:00pm (Set-up is 7:30am - 9:30am)

**TENTING:** ABSOLUTELY NO POP-UP TENTS WILL BE ALLOWED. This applies to your vending set-up, prep-area, etc. Pop-up tents present a hazard to staff, patrons and anyone at the festival as they cannot be properly secured. Exceptions **cannot** be made and you will be denied set-up/access to the festival if you do not have proper tenting arranged.

**LOCATION RESPONSIBILITY:** You are responsible for the cleanliness of your vending location during the festival and following the end of the festival. If your vending site is found with items or trash remaining following load-out, your security deposit will be forfeited.

**ALCOHOL:** Vendors are not allowed to sell, give away or consume alcoholic beverages while "on the clock." NO alcohol is permitted at vending site at any time. Operating your booth space while consuming alcohol, or while intoxicated is grounds for immediate dismissal and security deposit forfeiture.

**MENU BOARDS/RETAIL PRICES:** All prices must be visible at all times during business hours. You are only approved to sell the products listed within your contract. Once the festival is 60 days away, menu edits/requests cannot not be considered

## REFUNDS:

- No refunds for cancellations after August 1, 2019
- No refunds for inclement weather.

You are responsible for obtaining a Temporary Food Permit, if applicable.

Vendors may not trade, switch, or set up in another area, without approval from the FOWOD.

- Parking spaces will be provided for a maximum of two support vehicles (to be used for refrigeration and/or dry good storage close to vending operation or make emergency runs to restock goods. Support vehicle parking will be in the vicinity of the food court to which you are assigned.
- Vendors are responsible for providing push carts/hand trucks for moving supplies onsite.
- Space-sharing or subletting will not be permitted, nor can the vendor assign the contract to another party.
- Raffles are not allowed.
- Camping is not allowed on the festival site.
- Playing music from your booth is prohibited.

# FOOD VENDORS & EXHIBITORS' APPLICATION (cont.)

Food Vendors must list on their application ALL items they wish to sell. Items not listed and approved may not be sold and must be removed from vendor/exhibitor's booth.

- Food Vendors may not sell non-food items.
- Vendors/Exhibitors are not granted exclusive rights to sell any particular item.
- Changes/additions are only allowed with pre-approval by the Festival prior to August 15, 2019.
- In an effort to maintain a professional level appearance and feel among all vendors, all signage and menu boards must be of standard condition. Hand-written signage will be NOT be permitted. Vendor must not alter their signs/menus to items that deviate from what was approved in their acceptance into the Festival.
- All menu signage must include pricing and must be easy to read.

## Marketing

All Festival food vendors & exhibitors will receive the following marketing benefits:

- A listing on the Festival's website, with a link to the vendor's website (if submitted).
- A listing in the Festival's Official Program Guide
- Promotion on the Festival's social media sites.

NAME OF COMPANY: (As you would like it to appear on printed materials)

\_\_\_\_\_

Billing Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

*Event Day information (such as set-up, parking, event map, complementary tickets, etc.) should be sent to:*

Name of Event Staff Leader: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Company's website: \_\_\_\_\_

## PAYMENT INFORMATION

**ONLINE:** [www.wodfriends.org/familyfunfestival](http://www.wodfriends.org/familyfunfestival)

### CHECKS:

Please fill in the form with all necessary information and make check payable to: FOWOD (Friends of the W&OD Trail)

Mailing Address: ATTN: FOWOD 21293 Smith Switch Rd, Ashburn, VA 20147

### Terms & Conditions

1. This Vendor/Exhibitor application must be completed, signed, & submitted w/full payment in order to be considered for placement.
2. To be included on marketing materials, per sponsorship package, logos and payment must be received by August 15th, 2019.
3. If applicable for sponsorship level, logo(s) must be sent as an .ai, .eps, .pdf, or very high resolution .png or .jpeg format.
4. No amplified sound permitted at booth any booths.
5. ALL event booth space must have a staff present during the entire festival, 10am - 7pm on Sept 7th, 2019.
6. ALL booth set-up will begin at 7:30am - 9:30am. No Vendors/Exhibitor or Sponsor will be allowed to set-up after 9:30am.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_