

**** Please scroll down and read all information before initialing.****

FOOD VENDOR AND EXHIBITOR APPLICATION PROCEDURES AND TERMS & CONDITIONS

CANCELLATION and EXCLUSIONS

Once an exhibitor or vendor has been accepted, payment of fees is non-refundable. Exhibitors & Vendors are permitted to distribute and/or sell their products without limit. However, sales must be confined to the assigned booth space limits and all items to be sold must be listed on the exhibitor/vendor application and be approved by Celebrate Fairfax, Inc. (CFI). Soliciting outside the confines of the exhibitor's assigned space, without written permission from CFI, is prohibited. CFI may reject an application if there are too many applicants in the same category and/or selling the same products. Exhibit spaces are assigned on a first-come, first-serve basis with the best interests of the event as a priority.

EXHIBITOR INFORMATION

LOAD-IN and LOAD-OUT

Load-in for exhibitors will be **Thursday, June 9th from 1pm to 5pm or Friday, June 10th from 8am to 11am.** Overnight surveillance and sidewalls for 10'x10' outdoor canopies will be available for security purposes. NOTE: Use of tent sidewalls is at the sole discretion of the exhibitor. Attaching and detaching sidewalls are the responsibility of the exhibitor. **Sidewalls are not available for exhibits in the Community Showcase area.** Exhibitors may be able to drive to their booth space or hand truck supplies, materials and equipment to their space between the hours of 8am – 9am each day of the event.

Specific procedures regarding load-in (including time and other informational materials) will be sent in exhibitor information packets no later than May 23rd.

Unless otherwise approved by CFI, all exhibits must be completely removed by 10pm, Sunday, June 12, 2016. Failure to do so may result in exclusion from future CFI events.

ELECTRICITY

Electric power is available at an additional fee of \$150 per 20-amp outlet. Tent lighting is available for \$50 in addition to an electricity purchase (\$200 total for a 10x10 canopy).

NOTE: Extension cords (no smaller than 3-wire #12 grounded and at least 50' in length) must be supplied by exhibitors to accommodate electrical services, if purchased.

INSURANCE

In order to make your CELEBRATE FAIRFAX! FESTIVAL acceptance complete, you must send CFI a Certificate of Insurance (COI) no later than May 18, 2016. This proof of coverage must be in the amount of \$1 million for user liability and be effective for the period of June 9-12, 2016 (this period includes set-up). Celebrate Fairfax, Inc. must be named as an additional insured on this policy.

Single event insurance may be purchased from CFI's carrier, Haas & Wilkerson for \$120 as part of this application. **Any exhibitor or vendor who is accepted to participate in the CELEBRATE FAIRFAX! FESTIVAL that fails to provide their Certificate of Insurance by May 18, 2016 may be charged a fee of \$120 to purchase insurance through CFI.**

ADDITIONAL RULES

Exhibitors must keep their booths open during the entire event. Failure to do so may result in exclusion from future CFI events.

Exhibitors may sell products, distribute literature or other give-a-ways, or register guests for contests. All activities must take place within the booth or space for which the exhibitor has contracted.

Unless approved in advance, exhibitors are **prohibited** from selling or giving away food or beverages. Exhibitors may not sample drinks in cups greater than 2 oz. and may not sample products for which prior approval has not been given by CFI.

Exhibitors are financially responsible for any damage to the event site or equipment damaged due to the fault of the exhibitor.

Exhibitor may not conduct a raffle or contest for which registrants must pay an additional fee (other than the actual cost of the contest, if any) in order to claim a prize or schedule future appointments with the exhibitor or its representatives in order to be eligible for prizes (unless clearly specified at the time of ticket purchase or contest sign-up). Also, exhibitors may not conduct any contest or activity that requires the registrant to change their phone or other service to which they currently subscribe.

- Exhibitors may not use amplifying devices without prior approval of CFI operations staff.
- **Exhibitors may not utilize helium balloons as part of their booth/activity.**
- Exhibitors are prohibited from sharing or sub-letting the booth or any equipment provided by CFI, unless approved in advance.
- Exhibits must not exceed a height of 8 feet, booth signage and materials may not extend outside of established booth parameters.
- Equipment required greater than a 120-volt circuit is not permitted without prior written CFI approval.
- Exhibitors are responsible for any sales tax required in accordance with Virginia law.
- Exhibitors may not conduct any activity that has not been approved prior to the event by CFI or that is deemed illegal in the County of Fairfax or the Commonwealth of Virginia.
- Exhibitors may not use the logo or name of CFI or the Celebrate Fairfax! Festival as part of promotional giveaways or literature unless approved by the CEO of CFI in advance of the event. CFI retains the right to require removal and/or confiscate any items with unapproved logos or name.

Celebrate Fairfax prohibits certain types of activities at the event, including but not limited to: dunking booths, balloon twisting, ear piercing, moonbounces, permanent tattoos and psychics/palm readers. Please be specific on your application as to the activities you will conduct.

FOOD VENDOR INFORMATION

APPLICATION PROCESS

To be considered for a food vendor space, all applications must be completed by March 18, 2016. After that date, acceptance and preferred placement is not guaranteed.

Food vendors are selected based on a variety of factors, including past participation in the Celebrate Fairfax! Festival, menu and potential conflicts with other vendors, prior experience with other festivals and health department approval.

LOCATION

The Celebrate Fairfax! Festival is held at the Fairfax County Government Center in Fairfax, Virginia. The site is easily accessible from Interstate 66, Routes 50 and 29, and the Washington Beltway (I-495). All vendors will be set-up on a paved surface, allowing for use of a tent or trailer for your operation.

BOOTH OPTIONS

Full-Service Food Vendor. May vend multiple menu items plus beverages, as approved.

Single Item Concessionaire. May vend only one item and may not sell pre-packaged drinks. Typical concessionaire items include smoothies, popcorn, pretzels, etc... 5 spaces

SPACE DIMENSIONS and INFORMATION

Full Service vending spaces are 17' wide x 20' deep with 5' of space between vendors. Additional width may be purchased for \$250 per 5' increment, to a maximum of 10' additional space. If more than 10' is needed, the vendor will be required to purchase a second space at full price. Celebrate Fairfax, Inc. staff will make every attempt to assign returning vendors to their prior year's spot if they so desire

Vendors may take advantage of a special 10x10' tent rental rate of \$195 by renting through CFI. Vendors may also provide their own tent. Stock trucks may also be located in a separate area on-site.

***Note:** Propane must be stored at least 10 feet from where food is being prepared. Please make sure you have a hose that is for propane use and is long enough to accommodate this distance. Propane tanks must also be properly secured to the ground - please bring wooden stakes or the like to ensure secure placement.

***Note:** Vendors that cook under tents will be required to submit proof of certification that their tent has an NFPA-701 fire rating with their application. This certification must also be present on the day of the event and affixed to the fabric itself.

FEES

FULL SERVICE CONCESSIONAIRE - \$1,285

SINGLE ITEM CONCESSIONAIRE - \$865

COCA-COLA PRODUCT DEPOSIT - \$100 - If any food vendor or concessionaire intends to sell Coca-Cola product on site (please see FOOD and BEVERAGE RESTRICTIONS below), a deposit of \$100 will be required at the time of application. The deposit will be applied to the vendor's Coke purchases made on-site but is otherwise non-refundable.

LEMONADE VENDING FEE - \$75 - If any food vendor (single item concessionaires are excluded from this fee) intends to sell lemonade during the event, a fee of \$75 will be charged at the time of application. Please see FOOD and BEVERAGE RESTRICTIONS below.

Payments are non-refundable.

PERMITS

Vendors are fully responsible for obtaining any and all necessary permits and having them onsite for inspection by the Fire Marshal, electrical and/or health inspectors.

TENTS

All tents will be inspected using Chapter 20 of the statewide Fire Prevention Code.

* Non-cooking booths and cooking booths shall have a flame-resistant treatment, NFPA 701 rating, and certification shall be submitted to the event sponsor to be included in the event plan.

* Recreational canopies shall not be used as cooking booths.

* SFPC 2404.2 Flame-resistant treatment. Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit.

For more information, please contact the Fire Marshal's office at 703-246-4849.

PROPANE

All tanks are now required to be stored at least 6 feet from tented or other membrane structures. All propane tanks must be equipped with the appropriate hoses, be free of leaks, and have a current inspection stamp not more than 10 years old. Additional space has been provided to accommodate propane storage behind booth spaces. Propane tanks will be inspected by the Fairfax County Fire Marshal for compliance.

HEALTH DEPARTMENT

Food vendors are responsible for the application process with the Fairfax County Health Department. Approval is required and all food vendors are expected to comply with Health Department regulations. You may copy and paste the following to links directly to the guidelines and requirements:

<http://www.fairfaxcounty.gov/hd/food/permits/temporary-events.htm>

or for the complete application:

<http://www.fairfaxcounty.gov/hd/food/foodpdf/temp-food-application.pdf.pdf>

You may also call the Health Department directly with any questions, at (703) 246-8435.

ELECTRICITY

Electrical service is available from CFI to vendors for an additional fee, when ordered in advance. Pricing is listed on the application. If a vendor is found to be operating their electrical connection unsafely, whether or not electrical service was provided by CFI, that operation may be shut down without notice and remain closed until the problem is resolved. If supplying their own electric, vendors are responsible for acquiring all necessary permits.

***Note:** Vendors with tent operations may not use their own generators for power; they must purchase electricity from CFI.

WATER

Water is available at no extra charge, however, the vendor must provide Y-connection and NSF certified hose which must meet health department guidelines. Please be sure to request water on the application.

ICE

CFI will have ice available on site for purchase. If you plan to use a large amount, please contact CFI with estimated needs ahead of time to ensure enough quantity.

FOOD and BEVERAGE RESTRICTIONS

On your application, list the specific menu that you propose to vend at the festival. If your application is accepted, but an item you have proposed is refused, you will be notified in your acceptance letter. Items will be excluded if it is deemed that too many vendors are already selling it. It is the intent of CFI to guarantee that no food items are overly represented, which should help everyone in total sales!

Coca-Cola is the official beverage sponsor of the Celebrate Fairfax! Festival. All vendors must buy and sell the Coca-Cola products (including Dasani water), that they plan to vend from CFI on-site. Pre-packaged products **may not** be purchased elsewhere and brought on site. Pre and post-mixed are not permitted without approval by Mid-Atlantic Coca Cola through CFI Staff.

If any food vendor or concessionaire intends to sell Coca-Cola product on site, a deposit of \$100 will be required at the time of application. The deposit will be applied to the vendor's Coke purchases made on-site but is otherwise non-refundable.

If any food vendor (single item concessionaires are excluded from this fee) intends to sell lemonade during the event, a fee of \$75 will be charged at the time of application.

***Note:** Display of non-Coca Cola product signage or banners is prohibited.

INSURANCE

CFI requires that each vendor possess general liability insurance of a minimum \$1 million that lists Celebrate Fairfax, Inc. and the County of Fairfax, Virginia as additional insured. A copy of the certificate of insurance must be sent to Celebrate Fairfax, Inc. no later than May 18, 2016. Failure to do so may result in cancellation of your participation in the Festival (with full refund minus \$300 for processing).

LOAD-IN and LOAD-OUT

Full Service vendors assigned to the Food Court will load-in on **Thursday, June 9th**. Full Service vendors assigned to the Main Stage Food Court will load-in on the morning of **Friday, June 10th**.

Specific procedures regarding load-in (including time, Court assignment, and other informational materials) will be sent in exhibitor information packets no later than May 23Rd.

Unless otherwise approved by CFI, all exhibits must be completely removed by 10pm, Sunday, June 12, 2016. Failure to do so may result in exclusion from future CFI events.

STOCK TRUCKS and PARKING

Additional parking for storage vehicles will be available on-site, and often directly behind your booth location. **Stock trucks that force the total depth of space to exceed 20' must be parked in the designated food vendor parking lot.** Additional electricity may be purchased for stock trucks located in the auxiliary food vendor parking lot. Pricing is available in your online application.

FRIDAY "SNEAK PEEK"

On the Friday of the Festival, CFI hosts a Fairfax County employee lunch break from 12 noon - 2 pm for county employees to have lunch with our food vendors, ride rides for free and view other parts of the festival that are ready to open early. Full Service vendors assigned to the Food Court and Single Item Concessionaires are permitted to vend at this time as well, at no additional charge. Vendors assigned to the Main Stage Food Court will not be open during the Sneak Peek. Vendors interested in participating in the Sneak Peek should check "yes" on the application.

EXHIBITOR & VENDOR INFORMATION

NON-DISCRIMINATION POLICY

It is the policy of Celebrate Fairfax, Inc. to maintain an environment free of all forms of unlawful discrimination.

CFI affords equal opportunity to all existing and prospective exhibitors, vendors and crafters without regard to race, color, sex, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.

Celebrate Fairfax, Inc. reserves the right to preclude or condition the sale, distribution or display of any materials that CFI, in its sole discretion, believes inconsistent with the purposes and goals of the CELEBRATE FAIRFAX! FESTIVAL and Celebrate Fairfax, Inc.

Information and products must be suitable for all ages. Exhibitors are responsible for adherence to all local, state and federal laws, whether stated or unstated in this application.

Exhibitors are responsible for the conduct and demeanor of their employees, agents and/or volunteers at the event. Exhibitors with displays and/or conduct that are deemed inappropriate may be required to leave the CELEBRATE FAIRFAX! FESTIVAL immediately upon notification by an official representative of CFI, and will be barred from future CFI produced events.

HOLD HARMLESS

Each Celebrate Fairfax! Festival participant agrees that Celebrate Fairfax, Inc., including its Board of Directors, employees and volunteers shall not be held liable for damage to, nor for the loss or destruction of, the exhibitors' property or injuries to the exhibitor, its representatives, agents or employees. All claims for such loss, damage, destruction or injury shall be waived by the exhibitor, including its representatives, agents or employees. The person completing this form and agreeing to this statement assures that he/she has the legal right to do so.

PRIVACY STATEMENT

Celebrate Fairfax, Inc. is committed to protecting the privacy and security of its online visitors and registrants. This policy statement provides our visitors (e.g., volunteers, exhibitors, vendors and other parties using *The Registration System and NextGen* through Celebrate Fairfax, Inc.) with an overview of the measures we have taken to provide a safe online environment.

PERSONALLY IDENTIFIABLE INFORMATION

We consider the following, among other things, to be personally identifiable information: first and last name, e-mail address, street address and all phone numbers.

We (and/or our subcontractor organizations, agents or affiliates) may collect online and use personally identifiable information from our adult visitors and participants: (1) to process and fulfill orders related to online registration and participation in the event or program for which an individual has registered; (2) in connection with raffles, giveaways or other benefits provided to registrants; and (3) to contact registrants about future activities promoted and/or presented by Celebrate Fairfax, Inc. (and/or our subcontractor organizations, agents or affiliates).

The above notwithstanding, Celebrate Fairfax, Inc. maintains the right to provide any registrant's first name, last name and email address to affiliated event sponsors for use to contact registrants regarding special benefits or offers specifically related to the registrant's participation in the registered event (such as hotel or meal offers during the dates in which an event is scheduled to occur).

We will not share any personally identifiable information with any third party other than those indicated above for any purpose without consent by the registrant.

FINANCIAL INFORMATION

We consider the following, among other things, to be financial information: banking and/or credit card data and any information related to any fees paid or owed by the registrant.

Credit card and/or banking data are not maintained by Celebrate Fairfax, Inc.; once financial information has been entered by the registrant and any payment has been processed, credit card and/or banking data will not be accessible by Celebrate Fairfax, Inc. representatives or its agents, subcontractors, affiliates or any other such party.

QUESTIONS

For any questions about our privacy policy or practices, or should you wish to amend, update, or verify the information on file, or to notify us that you want your information deleted from our files, please contact us at this address: Celebrate Fairfax, Inc., 12000 Government Center Parkway, Suite 247, Fairfax, VA 22035, or by emailing Meagan.Butkus@FairfaxCounty.gov.

The effective date of this Privacy Policy is July 19, 2011.