

2020 CITY OF FALLS CHURCH MEMORIAL DAY PARADE AND FESTIVAL

VENDOR APPLICATION AND CONTRACT

WHAT: 39th Annual Memorial Day Parade and Festival

WHEN: Monday, May 25, 2020 from 9 am – 5 pm RAIN OR SHINE

WHERE: Falls Church City Hall Grounds, 300 Park Ave. Falls Church, VA 22046

VENDOR STIPULATIONS:

- ❖ All spaces and set-up times will be assigned between 5:30 am and 7:30 am. **Set-up times are firm. Please note booth sizes. Booth size includes tent legs.**
- ❖ **Vendors must stay in their assigned space, which includes use of tents. Please note that standard tents do not fit inside of 6 x 10 spaces.** Vendors shall not sublet any part of their space or use any aisle space. **Vendors are responsible for clean up of their area including disposal of all trash.** Dirty water and grease must leave with you.
- ❖ Vendors must stay for the entire duration of the festival and may not leave the booth unattended during the show hours, except for short periods. Vendors are not permitted to close their booth prior to 5pm.
- ❖ Upon conclusion of the festival, all vendors must quickly pack up their area and exit City Hall grounds.
- ❖ Vendors must provide their own display items, tables, chairs and tent (if desired).
- ❖ Food vendors must meet Fairfax County Health Department regulations for temporary food service establishments. For a copy of the guidelines or for questions, call (703) 246-2444.
- ❖ Food Vendors who wish to use hazardous materials (i.e. gasoline for generators and propane) must comply with the Statewide Fire Prevention Code and are subject to inspection by the Fire Marshal. If inspected, please be prepared to pay a fee of \$32.50 on site.
- ❖ Vendors are responsible for the licenses and taxes related to their sales. An ST-50 form will be included in your confirmation packet. For tax questions, contact the Virginia Department of Taxation at (804) 367-8037.
- ❖ Selling of spray snow, “neige magic”, silly string, “snap-its” or related items are prohibited. In addition, flea market and resale items are also prohibited. All items for sale must be **legal goods**. No fraudulent or counterfeit items that violate copyright laws will be permitted.
- ❖ No balloons of any type are permitted.
- ❖ Food (including baked goods) and beverage are to be sold by food vendors only.
- ❖ **Street vending is NOT permitted.**
- ❖ No vehicles are permitted in the festival area, except during the initial set-up time to deliver items. **All vehicles must be out by 8 am.**
- ❖ Electricity, water and tents are **not** provided. Both non-cooking booths and cooking booths **MUST** have a flame-resistant treatment tent with an NFPA 701 rating. Please review the attached Fire Marshal tent requirements.
- ❖ Falls Church Recreation and Parks Department reserves the right to limit the number of vendors per category, **but exclusivity of items is not guaranteed.**
- ❖ Falls Church Recreation and Parks Department reserves the right to remove any item from display or dismiss any vendor that does not meet guidelines.
- ❖ Falls Church Recreation and Parks Department will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen or damaged items.
- ❖ You must provide your own insurance. Proof of coverage must be in the amount of \$1,000,000 for user liability and be effective on May 25, 2020. By participating in this event, the exhibitor agrees to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. Exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the City of Falls Church is just providing a place for the party to conduct their business.
- ❖ No refunds or transfers once you have submitted your application.
- ❖ Applications will not be processed until after the March 13th deadline. Submission of an application does not guarantee acceptance. Event materials with specific space assignment, details and maps will be mailed in early May.

Applications due by Friday, March 13, 2020. The \$25 late fee must be included if after March 13, 2020.

TO APPLY:

1. Complete the attached form.
2. Enclose a check made payable to *City of Falls Church* or complete credit card information.
3. Enclose a self-addressed stamped envelope
4. Mail to: Falls Church Recreation and Parks Department, Special Events

223 Little Falls Street

Falls Church, VA 22046-4304

OR Email to: sawilliams@fallschurchva.gov **OR** Fax to: (703) 536-8150

Direct specific inquiries to: Scarlett Williams, sawilliams@fallschurchva.gov, 703-248-5199

2020 CITY OF FALLS CHURCH MEMORIAL DAY PARADE AND FESTIVAL

ORGANIZATION NAME: _____

CONTACT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

PRIMARY TELEPHONE: _____ STATE SALES TAX REG. #: _____

DETAILED DESCRIPTION OF **ALL ITEMS** TO BE SOLD AND/OR DISTRIBUTED: (Additional information may be attached.)

BOOTH TYPES, SIZES AND FEES: (CHECK ONE) *Please use straight leg fire resistant tents only.

CIVIC: Civic/non-profit organization (501(c) 3 status, Information Only – No sales except membership)

_____ 6' (width) x 10' (depth) = \$60 (will not fit a standard tent) **OR** _____ 10' (width) x 10' (depth) = \$110

ARTIST/CRAFTER: All items sold are handmade by the vendor

_____ 6' (width) x 10' (depth) = \$95 (will not fit a standard tent) **OR** _____ 10' (width) x 10' (depth) = \$150

_____ **MERCHANT:** Including handmade items not made by the vendor - 10' (width) x 10' (depth) = \$220

_____ **FOOD:** 15' (width) x 10' (depth) = \$285

Food Vendors ONLY: (Non-food vendors are not permitted to bring generators, propane or gas tanks)

Are you bringing a generator? ___ Yes ___ No

Are you bringing propane or gasoline (25 lb or less for each tank)? ___ Yes ___ No

Are you willing to donate meal vouchers for those working the event? ___ No ___ Yes If so, how many? _____

Request same space as 2019 Memorial Day Festival (may not be available) ___ Y ___ N SPACE# _____

If a customer asks for your contact information, may we provide it? ___ Y ___ N

How did you hear about this event? _____

PAYMENT: (add \$25 late fee if submitted after Friday, March 13, 2020)

___ Check (made payable to *City of Falls Church*)

___ Credit Card Name on Card: _____ Card Number: _____

Exp: _____ CVC code: _____ Zip Code: _____

Applications due by Friday, March 13, 2020. The \$25 late fee must be included if submitted after March 13, 2020.

1. Turn in this completed application with payment to:

Falls Church Recreation and Parks Department, Special Events, 223 Little Falls St., Falls Church, VA 22046

OR Email to: sawilliams@fallschurchva.gov **OR** Fax to: (703) 536-8150

I have read the vendor stipulations and agree to abide by them. Any vendor found in violation will be asked to close their booth and will forfeit all fees paid. By participating in this event, the exhibitor agrees to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. Exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the City of Falls Church is just providing a place for the party to conduct their business.

SIGNATURE _____ DATE _____