



Dear Potential Arlington County Fair Food Vendor:

Thank you for your interest in participating in the 41st annual Arlington County Fair! Each year, dozens of interested food vendors reach out to the fair to learn about vending opportunities. Fair management strives to create a dynamic and diverse food vendor row that represents the best of Arlington and incorporates the many culinary offerings that are thought of as “traditional” fair food.

For the fifth consecutive year, the Arlington County Fair is offering a \$100 discount to Arlington-based restaurants and food trucks that are interested in participating and can meet all of the vendor requirements. Vendors with an Arlington address will receive this “locals only” discount if the organization’s application and application fee are received no later than Thursday, June 1, 2017.

In addition to food diversity, the fair also prides itself on being “green.” For years, the fair has worked with event partners to recycle bottles, cans, paper, cardboard, and food vendor grease; encouraged visitors to bike or walk to the event; set up a water bottle fill station; as well as other eco-friendly practices. All participating food vendors **must** use renewable serving materials such as sugarcane clamshells and plant starch cutlery. While the Arlington County Fair does not have a preferred vendor for these materials, you may consider researching these companies:

- Eco Products: www.ecoproducts.com
- Greenstaurant: www.greenstaurant.com
- GreenGood USA: www.greengood.com

Thank you again for your interest in participating in the 2017 Arlington County Fair. Please be sure to review all of the information in the vendor packet very carefully. Should you have any questions about the vendor application or about the fair in general, please contact (703) 228-3329 or food@arlingtoncountyfair.us.

Best wishes for a successful 2017 fair season!

Sincerely,

Arlington County Fair Management

**2017 ARLINGTON COUNTY FAIR
OUTDOOR FOOD VENDOR
APPLICATION INFORMATION & RULES**

WHAT: Now in its 41st year, the Arlington County Fair is a non-profit, volunteer-driven organization that embraces a diverse community by educating, entertaining, and showcasing the best of Arlington. The event is one of the largest on the East Coast and entertained an estimated 55,000 during the 2016 event. Fair highlights include dozens of Midway rides, over 100 indoor exhibitors, a variety of food offerings, and free family-friendly entertainment.

WHERE: Thomas Jefferson Community Center, 3501 Second Street South, Arlington, VA 22204

WHEN: August 16-20, 2017

ELIGIBILITY: Vendors must be fully licensed and insured and be based within 125 miles of Arlington, VA.

FEES:

Booth Space[^]:

10' Frontage x 10' Depth and Mobile Food Vendors = \$1,400/booth or unit

10' Frontage x 20' Depth = \$1,850/booth

20' Frontage x 10' Depth = \$2,300/booth

20' Frontage x 20' Depth = \$2,750/booth

30' Frontage x 10' Depth = \$3,150/booth

Electricity: 110-volt outlet = \$150/outlet; 220-volt outlet = \$200/outlet

Ice: All ice must be purchased through the Arlington County Fair. The fee for ice is \$200 per vendor and includes 40 bags. Additional bags may be purchased for \$5 each.

[^]Please note that Arlington-based vendors receive a \$100 discount if they submit their application by the June 1 due date.

SUBMISSION & ACCEPTANCE: Please print and complete the full application – pages 7-11 of this document. Applications should be returned no later than **June 1, 2017** to allow adequate time for processing and notification. Applying to participate in the Arlington County Fair does not guarantee inclusion. Space will be assigned on a first received, priority basis.

Please submit one copy of your completed and signed application to:

**Rene Gornall, Chairperson
Arlington County Fair
P.O. Box 40244
Arlington, VA 22204**

Applications will not be accepted electronically and must be completed in full before they will be reviewed.

PAYMENT & DEPOSIT: Payments should not be submitted prior to the Arlington County Fair management's confirmation of a food vendor's acceptance into the fair. A 50% deposit is required within two weeks of acceptance into the fair. The remaining 50% balance is due by **June 23, 2017**.

CANCELLATIONS: Cancellations after **Friday, June 23, 2017** will result in the forfeiture of all fees, including the application fee and 50% deposit, and assigned booth space.

SPACE PRIORITY: Due to limited available space, the Arlington County Fair cannot guarantee booth space for all food vendor applicants. Space location is driven by desired menu, electrical needs, individual food vendor space requirements, logistical restrictions, and is at the discretion of the Arlington County Fair management.

Consideration for space assignment will be given to food vendors that offer unique food items with affordable menu selections and to sponsors of the Arlington County Fair. Arlington County Fair management reserves the right to reject any application for any reason.

BOOTH LOCATION: Food vendors are not permitted to relocate their booth or mobile unit at any time during the Fair without the advanced authorization by the Arlington County Fair management. If any food vendor is seen moving their booth or mobile unit to another location without said authorization, the food vendor and all equipment, supplies, materials, food, beverages, employees, owners, etc. will be removed from the Arlington County Fair by the Arlington County Fair management via the Arlington County Police Department.

FAIR CANCELLATION/POSTPONEMENT: In the event that the Fair is canceled or postponed, in whole or in part, for any reason beyond the Fair's control, including but not limited to weather, acts of God, and decisions by public officials, food vendor agrees that the Fair will not be liable for any loss of income, promotional/marketing opportunities, costs, or other damages incurred on the part of the food vendor.

FAIR SET UP: Food vendor booth set up is coordinated based on a food vendor's space number. Participating food vendors will be notified no later than July 15, 2017 of their allotted set up times. The dates/times will be scheduled on Tuesday, August 15, 2017 between the hours of 9 a.m. - 9 p.m. Vendors may continue set up on Wednesday, August 16, 2017 but must be prepared for health inspection by noon (12 p.m.) that day. Additionally, vendors must have all electrical cords needed for their food service equipment set up no later than 5 p.m. on Tuesday, August 15, 2017 so that event staff can ensure prompt electrical hook-up on Wednesday, August 16, 2017.

OPERATING HOURS (SUBJECT TO CHANGE):

	<u>Indoor Hours</u>	<u>Outdoor Hours</u>
Wednesday, August 17*	N/A	5 p.m. – 10 p.m.
Thursday, August 17*	N/A	5 p.m. – 10 p.m.
Friday, August 18	4 p.m. – 10 p.m.	2 p.m. – 11 p.m.
Saturday, August 19	10 a.m. – 9 p.m.	10 a.m. – 11 p.m.
Sunday, August 20	11 a.m. – 7 p.m.	11 a.m. – 10 p.m.

*Midway thrill rides and food vendors open on Wednesday and Thursday nights.

All outdoor food vendors must operate during the entire outdoor hours' schedule.

FAIR BREAKDOWN: Booths must be closed promptly at closing time. Breakdown may take place on Sunday, August 20, 2017, after 10 p.m. and/or Monday, August 21, 2017, from 10 a.m.-5 p.m. Please note that load-in vehicles may not obstruct the sidewalk located in the middle of food vendor row. If a vendor's vehicle is blocking the sidewalk, they will be asked to move the vehicle.

PARKING: Two on-site parking passes will be provided to each food vendor for a designated lot only. Additional passes will not be provided. All vehicles must be removed from the food vendor area at least two hours before the opening of the Fair.

RETURN ON INVESTMENT: The Fair has an extensive marketing and promotion campaign and patron attendance is at its all-time highest. However, return on investment is the sole responsibility of food vendor and does not fall under the burden of the Fair.

The Arlington County Fair will not, under any circumstances, reimburse or replace any costs associated with food, beverage, serving supplies, equipment and materials that the food vendor made in preparation for the event.

REPORTING: All food vendors must complete the enclosed Arlington County Fair Earnings Report for the entire Fair – August 16 through 20. The report must be emailed or mailed to Arlington County Fair, Inc. no later than **Wednesday, September 13, 2017**.

EXCLUDED FOOD: Food vendors are not permitted to sell **popcorn, caramel corn, candy, cotton candy or caramel apples**.

CATEGORY EXCLUSIVITY: Please note that there will be no category exclusivity awarded to any food vendors. Event management will work to ensure a variety of food options.

Please note that the Arlington County Fair management reserves the right to invite food/drink sponsors on-site to sample their products and/or to require a preferred food or beverage use by all food vendors.

GENERATORS: Due to power and electrical supply upgrades by the Arlington County Fair Board of Directors and for the comfort of patrons, the use of food vendor supplied **quiet generators** will only be allowed if the Arlington County Fair is unable to provide power to your booth.

GROUND COVER: Food vendors are required to provide their own ground cover in the form of plywood sheets at a minimum. Ground cover must be sufficient to cover the cooking area. Removal of plywood upon completion of the fair is the responsibility of the food vendor.

GREASE DISPOSAL: Grease disposal containers for cooking oils, cooking fats, and cooking grease will be provided by the Arlington County Fair. Food vendors are required to use these containers for the disposal of used fats, oils and grease. Any food vendors found dumping this waste on the ground or into a drain will be asked to leave immediately and is subject to a fine by the Arlington County Public Health Department.

WASTE WATER DISPOSAL: All waste water must be disposed of in the grey water tank provided on site adjacent to the trash dumpsters. **Do not dump food, trash, etc. in the grey water tank. If a vendor is seen doing so, they will be removed immediately from the site and will not be permitted to continue operation.**

RECYCLING AND COMPOSTING: Vendors are required to recycle all cardboard, plastic, and aluminum in compliance with Arlington County recycling policies. Vendors will be provided with a recycling bin for use throughout the event. Vendors are **required** to use renewable serving materials such as sugarcane clamshells and plant starch cutlery (see page 1 of this packet for details).

Vendors are also required to compost any leftover food items. Compost receptacles will be provided to vendors and emptied regularly.

ELECTRICITY, LIGHTING, AND POWER DISTRIBUTION:

- Users of electricity must supply a minimum **200’ 12- gauge heavy-duty extension cords or larger**.
- Each food vendor must provide a 20-amp surge protector (electrical strips are not considered surge protectors).
- Each food vendor must list each electrical appliance along with the wattage and amps requirements for each appliance that will be used (Appliances not listed may be subject to removal or additional charges to be paid in cash on site).
- Two 110-volt outlets are **not** the same as a 220-volt outlet.
- Powers strips are **not** permitted for any reason.
- Heat lamps can only be used for heating food and **not** lighting the booth space.
- Holiday lights or a maximum of eight 60-watt bulbs may be used for lighting the booth space.
- Electrical distribution and service is provided by on site staff electricians. **Do not disconnect any electrical distribution without consulting with a staff electrician first. If any food vendor disconnects electrical power resulting in the damage or loss of another food vendor’s product/food/beverages/ice cream, etc., that food vendor will be liable for financially covering and replacing all of the damages and/or losses.**
- **Electrical cabling across the food vendor area sidewalk is not permitted.**
- The Arlington County Fair will provide generator power and technical service if needed for power backup, at an additional cost to the food vendor.
- All electrical items must be listed on the enclosed “Electrical Appliance Requirements” form. Applications that are received without the exact wattage, amps and volts required will not be processed.

HEALTH DEPARTMENT REQUIREMENTS: Food vendors must comply with and meet the requirements of the Arlington County Environmental Health Bureau of the Department of Human Services.

See the enclosed Arlington County “Requirements, Application and Checklist for Temporary Food Service” documents. It is the responsibility of the food vendor to become familiar with these regulations, complete the necessary forms, and to pay all applicable county fees by the deadline the county has established.

Non-compliance with these requirements and deadlines will result in the food vendor not being able to participate and the forfeiture of all fees.

For further information, visit the Environmental Health Bureau’s office location at 2110 Washington Boulevard, Suite 350, Arlington, VA 22204; phone: 703-228-7400, fax: 703-228-7401.

THEFT/PERSONAL INJURY: Each food vendor is responsible for securing his/her own property. Arlington County Fair management is not responsible for theft or personal injury.

ARLINGTON COUNTY FAIR MANAGEMENT MEAL VOUCHERS: All participating food vendors must donate meals for Arlington County Fair management staff via pre-labeled meal vouchers with food vendor’s name during the execution of the Arlington County Fair. Vouchers will be presented to the food vendor by the County Fair management staff for payment and can be used for food, beverages, and desserts. Vouchers will not be reimbursed by Arlington County Fair management, and these meals will be considered a donation by all food vendors.

CODE OF CONDUCT: All food vendors are required to conduct themselves in a fair, professional, and courteous manner. Vendors must acknowledge requests from the Arlington County Fair management, Police and/or Fire Marshal.

NON COMPLIANCE: Any food vendor that does not comply with the rules, county ordinances, and health or fire code regulations is subject to immediate dismissal and removal from the Arlington County Fair by the Arlington County Fair management, Police, and/or Fire Marshal and are subject to forfeiture of all fees.



2017 ARLINGTON COUNTY FAIR OUTDOOR FOOD VENDOR APPLICATION

Please refer to the 2017 Arlington County Fair Outdoor Food Vendor Application Information and Rules before completing and submitting application.

Submission Deadline: June 1, 2017

CONTACT INFORMATION:

Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

Please identify the height of your set up: _____ feet

PROPANE GAS: Please indicate if you will need to use propane gas: ___ Yes ___ No*

*The Fair will obtain a Hazardous Use Permit to cover all those vendors who require propane.

FEES WORKSHEET:

Booths (Please only select one booth size):

10’F*x10D’ booth space = \$1,400 each x number of spaces needed ___ =	\$ _____
Mobile Food vendor space = \$1,400 each x number of spaces needed ___ =	\$ _____
10’F x 20’D booth space = \$1,850 each x number of spaces needed ___ =	\$ _____
20’F x 10’D booth space = \$2,300 each x number of spaces needed ___ =	\$ _____
20’F x 20’D booth space = \$2,750 each x number of spaces needed ___ =	\$ _____
30’F x 10’D booth space = \$3,150 each x number of spaces needed ___ =	\$ _____
Food Truck Space = \$1,250 each x number of spaces needed ___ =	\$ _____
Arlington-based vendors subtract \$100 from the booth space fee	-\$ _____
TOTAL AMOUNT DUE FOR BOOTH SPACE	\$ _____

*F = Frontage +D = Depth

Please note that you must sign up for the booth size that you will require for all of your set up needs and equipment. If you expand from or overflow your space you will be charged additional fees.

Electricity:

100-Volt Outlets = \$150 flat fee (maximum of two circuits per vendor)	\$ _____
220-Volt Outlets = \$200 flat fee (maximum of two circuits per vendor)	\$ _____
Additional Electrical Circuits = \$75 each	+ \$ _____
TOTAL AMOUNT DUE FOR ELECTRICITY	\$ _____

Please note that there are a limited number of 220 volt outlets available for vendors. No refunds will be given for electricity once it is ordered via this application.

Ice:

FLAT FEE FOR 40 BAGS OF ICE DURING THE EVENT (DISREGARD FOR SELF-CONTAINED MOBILE VENDORS)	\$200.00
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TOTAL AMOUNT DUE WITHIN TWO WEEKS OF ACCEPTANCE INTO THE FAIR:

50% OF TOTAL AMOUNT DUE FOR BOOTH SPACE	+ \$ _____
50% OF TOTAL AMOUNT DUE FOR ELECTRICITY	+ \$ _____
50% OF \$200 FLAT FEE FOR ICE (MOBILE FOOD VENDORS DISREGARD)	+ \$ <u>100.00</u>
<i>TOTAL AMOUNT DUE WITHIN TWO WEEKS OF ACCEPTANCE</i>	= \$ _____

TOTAL AMOUNT DUE BY JUNE 23 (PENDING VENDOR ACCEPTANCE INTO FAIR):

50% OF TOTAL AMOUNT DUE FOR BOOTH SPACE	+ \$ _____
50% OF TOTAL AMOUNT DUE FOR ELECTRICITY	+ \$ _____
50% OF \$200 FLAT FEE FOR ICE (MOBILE FOOD VENDORS DISREGARD)	+ \$ <u>100.00</u>
<i>TOTAL AMOUNT DUE BY JUNE 23 (PENDING VENDOR ACCEPTANCE)</i>	= \$ _____

APPLICATION CHECKLIST:

_____ A certificate of insurance with Arlington County Fair, Inc. and Arlington County named as additional insured as follows:

Food vendors must show proof of insurance by providing the Arlington County Fair, Inc. and Arlington County with a Certificate of Insurance with **Minimum Commercial General Liability limits are \$1,000,000.00 (1 million) per occurrence.** The Certificate must be submitted **with all applicable lines of insurance identified and complete information provided.** The “Description of Operations” space must be completed with relevant information regarding the name of the event, the time and dates of the event and the location. Certificates without this information will be rejected.

The Certificate of Insurance must also contain the following language:

“Arlington County (including its elected and appointed officials, agents and employees) is added as an additional insured with respect to the Arlington County Fair. Coverage afforded under this policy shall be primary to all other insurance with respect to Arlington County (including its elected and appointed officials, agents and employees).

and

“Arlington County Fair, Inc. (including its elected and appointed officials, agents and employees) is added as an additional insured with respect to the Arlington County Fair). Coverage afforded under this policy shall be primary to all other insurance with respect to Arlington County Fair, Inc. (including its elected and appointed officials, agents and employees).

If the insurance policy represented by the Certificate requires an endorsement in order to add Arlington County, et al, and the Arlington County Fair, Inc. as an additional insured, then such endorsement must accompany the Certificate.

The Certificate Holder should be identified as follows:

**The County Board of Arlington County VA.
c/o Office of Risk Management
Human Resources Department
Suite 511
2100 Clarendon Blvd.
Arlington VA, 22201**

_____ Completed Arlington County Fair “Electrical Appliance Requirements” form.

_____ One (1) copy of the completed Arlington County Fair “List of Items for Sale” form for all foods that will be sold at your booth.

PLEASE INITIAL EACH LINE BELOW TO CONFIRM YOU HAVE READ THE 2017 ARLINGTON COUNTY FAIR RULES AND APPLICATION:

<p>_____ Arlington County Temporary Food Service Requirements</p>
<p>_____ I understand that I am responsible for completing and submitting the Arlington County Application and additional fee for Temporary Food License to the Arlington County Department of Environmental Health. I further understand that the deadline for receipt of the Arlington County Application for Temporary Food License and fee is ten (10) days prior to the Fair date and a copy of the application must be submitted to the Arlington County Fair no later than Friday, August 4, 2017.</p>
<p>_____ Arlington County Food Handling Code</p>
<p>_____ I understand that I am required to donate meals to all Arlington County Fair management staff via pre-labeled meal vouchers with food vendor's name during the execution of the Fair. Vouchers will not be reimbursed by Arlington County Fair management.</p>
<p>_____ I understand that I must complete and submit the Food Vendor Earnings Report by Wednesday, September 13, 2017.</p>

AGREEMENT AND SIGNATURE:

_____ I have read the 2017 Arlington County Fair Outdoor Food Vendor Information and Rules, agree to abide by them, and pledge my cooperation with the Arlington County Fair.

Signature: _____ Date: _____



**2017 ARLINGTON COUNTY FAIR
FOOD VENDOR LIST OF ITEMS FOR SALE FORM**

Food Vendor Business Name: _____

Contact Person: _____ **Phone:** _____

Please be specific with your menu options. It may be requested that you alter your menu in an attempt to avoid duplication of food items. Low cost food items are appreciated for those attendees with smaller budgets.

Foods excluded from sale: popcorn, caramel corn, candy, cotton candy and caramel apples.

FOOD ITEM/DESCRIPTION	Sell Price (Approximate)	Additional Comments

**This completed form must be included with your Food Vendor Application.
You may print additional pages if needed.**



**2017 ARLINGTON COUNTY FAIR
 OUTDOOR FOOD VENDOR ELECTRICAL APPLIANCE REQUIREMENTS FORM**
This form must be completed by all food vendors that require the use of electrical appliances.

Food Vendor Business Name: _____
Contact Person: _____ **Phone:** _____

Should electrical service not be available to your booth, do you have a generator? YES NO

Type of electrical appliance (ex: Food warmer, Blender, Deep Fryer, etc.)	Quantity of this appliance you will be using	Total wattage requirements of individual appliances	Total number of amps required of appliances
<i>Example: Microwave</i>	2	<i>1 microwave @ 650 watts 1 microwave @ 700 watts Total: 1350 watts</i>	6

If any vendor brings electrical appliances for his/her booth in addition to the items listed on this form, the vendor will be charged additional fees and service charges and may be subject to removal by Arlington County Fair management.



**2017 ARLINGTON COUNTY FAIR
FOOD VENDOR EARNINGS REPORT**

To be filled out and mailed after the event, no later than September 13, 2017

Food Vendor Business Name: _____
Contact Person: _____ **Phone:** _____

Please account for all food and drink items sold during the 2017 Arlington County Fair.

FOOD ITEM/DESCRIPTION	QUANTITY SOLD	SELL PRICE	SUBTOTAL

GRAND TOTAL	\$
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Fill out and mail this form to:
Arlington County Fair, Inc.
PO Box 40244
Arlington, VA 22204
No later than September 13, 2017

You may print additional pages if needed.