



Dear Potential Arlington County Fair Food Vendor:

Thank you for your interest in participating in the 42nd 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 sixth 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 Friday, June 1, 2018.

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 2018 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 2018 fair season!

Sincerely,

Arlington County Fair Management

**2018 ARLINGTON COUNTY FAIR
OUTDOOR FOOD VENDOR
APPLICATION INFORMATION & RULES**

WHAT: Now in its 42nd 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 70,000 people during the 2017 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 15-19, 2018

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

FEES:

Booth Space[^]:

- **Mobile Food Vendors:**
 - Five-Day (August 15-19) = \$1,400
 - Wednesday (August 15) = \$250
 - Thursday (August 16) = \$250
 - Friday (August 17) = \$350
 - Saturday (August 18) = \$500
 - Sunday (August 19) = \$450
- **10' Frontage x 10' Depth:**
 - Five-Day (August 15-19) = \$1,400
- **10' Frontage x 20' Depth:**
 - Five-Day (August 15-19) = \$1,850
- **20' Frontage x 10' Depth:**
 - Five-Day (August 15-19) = \$2,300
- **20' Frontage x 20' Depth:**
 - Five-Day (August 15-19) = \$2,750
- **30' Frontage x 10' Depth:**
 - Five-Day (August 15-19) = \$3,150

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 complete the online application by **June 1, 2018** 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.

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 22, 2018**.

CANCELLATIONS: Cancellations after **Friday, June 22, 2018** 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 prior to the event regarding their allotted set up times.

OPERATING HOURS (SUBJECT TO CHANGE):

	<u>Indoor Hours</u>	<u>Outdoor Hours</u>
Wednesday, August 15*	N/A	5 p.m. – 10 p.m.
Thursday, August 16*	N/A	5 p.m. – 10 p.m.
Friday, August 17	4 p.m. – 10 p.m.	2 p.m. – 11 p.m.
Saturday, August 18	10 a.m. – 9 p.m.	10 a.m. – 11 p.m.
Sunday, August 19	11 a.m. – 7 p.m.	11 a.m. – 10 p.m.

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

FAIR BREAKDOWN: Booths must be closed promptly at closing time. 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. The report must be emailed or mailed to Arlington County Fair, Inc. no later than **Wednesday, September 12, 2018.**

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: All food vendors must apply and obtain:

- **Temporary Food Establishment License** from the Arlington County Public Health Division, Environmental Health Program. All food vendors (mobile food units, one day vendors, and licensed food establishments) must submit a [temporary food establishment application](#) to sell food at the Arlington County Fair. Depending on the type of vendor a \$40 fee may be required.
 - Mobile food units must be Arlington County licensed or apply for a mobile food unit license and [Fire Prevention](#) permit before the Arlington County Fair. Additional information about obtaining a mobile food unit license can be found on the [Mobile Food Unit and Vendor Health License webpage](#).
 - Virginia Licensed Food Establishments must submit the temporary food license application and provide a copy of their health license.
 - One-day food service vendors must submit the temporary food license application.
 - Temporary food license applications must be submitted at least ten (10) days prior to the event (by August 5).

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. The number of meal vouchers distributed to Fair Board Members will be disclosed to participating vendors prior to the event.

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.



**2018 ARLINGTON COUNTY FAIR
FOOD VENDOR EARNINGS REPORT**

To be filled out and mailed after the event, no later than September 12, 2018

Food Vendor Business Name: _____

Contact Person: _____ **Phone:** _____

Please account for all food and drink items sold during the 2018 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 12, 2018

You may print additional pages if needed.