



2019 HERNDON FESTIVAL CIVIC GROUP APPLICATION

APPLICATIONS MUST BE SUBMITTED BY FEBRUARY 15, 2019

Please send this completed Herndon Festival Food Vendor Application *with your payment*.

Please keep the Statement of Understanding for future reference.

Business Name _____
Name of Manager or Owner _____
Manager or Owner's Signature _____
Street Address _____
City _____ State _____ Zip _____
Daytime Phone _____ Cell _____ Fax _____
Email Address _____

BOOTH SIZES AND FEES

_____ Civic Organization 10'x30' \$3000 *This fee includes the purchase of 4,000 20oz cups for beverage sale.*

Booth Deposit A \$100 deposit is required with the Food Vendor Application. If accepted into the Festival, the deposit is deducted from the total balance, and becomes non-refundable. If not accepted, the deposit will be returned.

Clean-Up Deposit \$250

This fee is due upon acceptance into the Herndon Festival and is fully refundable based on the state of your booth area upon departure. The Herndon Festival Committee will refund this deposit within 45 days of the last day of the Festival. See Statement of Understanding enclosed for additional details, including grounds for forfeiture of this deposit.

Please submit separate check or use credit card for this fee.

PARKING AND VEHICLES

Parking is limited to one vehicle per vendor. Additional vehicles must use the shuttle bus or find alternative public or private space. Trailers and over-size vehicles are parked outside of the festival grounds. Providing the information below helps prepare for adequate parking and space needs.

Will your vehicle/trailer need electric in the parking area? Yes No
(additional electric fee of \$75 per circuit will be assessed for this service)

Do you have an oversized vehicle that will need parking? Yes No

If yes, describe the vehicle including make, model, length, and any extensions.

Type and size of vehicle to be on-site if using a food truck? _____

Herndon Festival May 30 - June 2, 2019

HERNDONFESTIVAL.NET 703-787-7300

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LIST EVERY FOOD & DRINK ITEM PROPOSED TO BE SOLD.

Please list your top 4 food items first.

(Attach a menu of sold items in lieu) NOT all menu items may be selected.

MENU ITEM	CONTENTS/INGREDIENTS	PORTION SIZE	PRICE
Example: Hamburgers	100% Ground Beef, white sesame seed bun, Ketchup, pickle, mustard	8 oz.	\$4.00

NOTE: Vendors will be selected based upon menu items described above. Please list your top 4 items first. Due to the potential for duplication, **not all menu items may be selected.** We want to ensure that every food vendor has the highest potential for success. Vendors may only sell items agreed on by the Herndon Festival Committee. Most will be limited to 4 items excluding beverages and sides. Any changes in menu must be submitted in advance and in writing to be approved by the Herndon Festival Committee.

FOOD DONATION

In the past, some food vendors have volunteered to provide courtesy food items for key event volunteers and department staff. Would you be willing to volunteer such a donation? Yes No
If yes, please list items available for donation and quantity. (i.e. 50 hotdogs/drinks) This number will be used to create food tickets for volunteers and staff.

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ELECTRICAL SERVICE

Will your booth require more than one 20 amp, 110 volt circuit? Yes No

If yes, explain _____

Herndon Festival does not support circuits of more than 110 volts.

Additional circuits may be requested at a cost of \$75.00 per additional circuit.

All electrical equipment to be used during the event **must be listed**. Each booth will be inspected during the day and any equipment not listed here will be removed from the booth or the booth may be closed. Trailer lights are not considered a necessity by the Herndon Festival Committee and may not be able to have electrical power provided respectively. Voice amplification and musical equipment, such as bullhorns or loudspeakers for radios, is not permitted.

EQUIPMENT	AMPS	VOLTS	WATTS

NOTE: Any damage to Town of Herndon electrical equipment due to noncompliance with the above information will result in rejection for participation in future events and the respective vendor will be responsible for damages.

I have received, read, and agree to comply with the attached Statement of Understanding. I agree as the vendor to not hold the Town of Herndon or any of the staff/volunteers responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal actions against any of the above named. I also agree to be responsible for collection of Virginia State Sales Tax.

Signature _____ Date _____

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PAYMENT INFORMATION

Please fill out completely. This form will be used to assign booth space/size, electrical needs at booth and parking areas. **Applications must be submitted by February 15, 2019.**

ITEM	QUANTITY	COST	TOTAL
10'x30'		\$3000	
		Sub Total	
		Deposit Due with Application	(\$100)
		Amount Due upon Acceptance	

PAYMENT OPTIONS (New Mailing Address)

Please send check or money order made payable to:

Town of Herndon
Herndon Festival Civic Group, Kimmie Alcorn
777 Lynn Street, Herndon VA, 20170

Credit Card Visa Master Card Discover American Express

Name on Credit Card _____

Credit Card# _____ Exp. Date _____

Signature of Card Holder _____

STAFF CONTACT

Kimmie Alcorn, Herndon Parks & Recreation Department
777 Lynn Street, Herndon, VA, 20170
(703) 435-6800 ext. 2119
Fax (703) 318-8652
kimmie.alcorn@herndon-va.gov

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