



2020 HERNDON FESTIVAL FOOD VENDOR APPLICATION

APPLICATIONS MUST BE SUBMITTED BY FEBRUARY 7, 2020

Please send the 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 _____

FOOD VENDOR SIZES AND FEES

_____ 15'x15' = \$1,650	Plus COMMISSION = 10% over \$2,000 gross sales Th/Sun
_____ 15'x20' = \$1,825	Plus COMMISSION = 10% over \$2,000 gross sales Th/Sun
_____ Food Truck = \$1,000	Plus COMMISSION = 10% over \$2,000 gross sales Sat/Sun
_____ 10'x10' = \$750	One Item Specialty - placement will be outside of food court area. Must follow craft area hours Fri/Sun
_____ \$300	5' of Additional Booth Space (not guaranteed)

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.

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

Upon acceptance, full booth fee and clean up deposit are due within 7 (or 10) business days to guarantee space at the event.

Herndon Festival May 28 - May 30, 2020

HERNDONFESTIVAL.NET 703-787-7300

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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? _____

LIST EVERY FOOD & DRINK ITEM TO BE SOLD.

Please submit a menu of no more than six main items, plus sides and list your top four (4) food items first. All items including beverages must be listed. **Not all menu items will be selected.** (Providing an attached list is acceptable.)

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. **It is unlikely all menu items will 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 four (4) items plus beverages and sides. Any changes in menu must be submitted in advance, in writing, and approved by the Herndon Festival Committee.

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Food vendors may volunteer to provide courtesy food items for 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.

ELECTRICAL SERVICE

The Herndon Festival provides one 20 amp, 110 volt circuit. The Herndon Festival does not support circuits of more than 110 volts.

If this is not sufficient for your operation, please explain _____

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 space will be inspected during the day and any equipment not listed here will be removed from the space or the space 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 _____

Please send the completed Herndon Festival Food Vendor application *with your payment*. Cup Order Forms will be requested separately.

Please keep the Statement of Understanding for reference.

2020 HERNDON FESTIVAL FOOD VENDOR PAYMENT INFORMATION

BOOTH NAME

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 7, 2020.**

ITEM	QUANTITY	COST	TOTAL
15'x15' Space		\$1,650	\$
15'x20' Space		\$1,825	
Sat/Sun ONLY Food Truck		\$1,000	
10'x10' Specialty Food		\$750	
5' of Additional Booth Space		\$300	
Additional power or vehicle power 20 AMP, 110 VOLT OUTDOOR ELECTRICAL DUPLEX OUTLET (one circuit is provided in booth fee)		\$75	
Sub Total			
Deposit Due with Application			(\$100)
Amount Due upon Acceptance			

PAYMENT OPTIONS

Check made payable to 'Town of Herndon'
OR

Check one of the following for credit card payment:

Visa Master Card Discover American Express

Name on Credit Card _____

Credit Card# _____ Exp. Date _____

Signature of Card Holder _____

Mail application to: (New Mailing Address)

Town of Herndon
ATTN: Herndon Festival Food Vendor
777 Lynn Street
Herndon, VA 20170

STAFF CONTACT FOR THE EVENT

Kimie Alcorn

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