

Reston Multicultural Festival

FOOD VENDOR GUIDELINES

FOOD BOOTH OPERATING HOURS:

Saturday , September 22, 2001
10:00am to 6:00pm

COST OF BOOTHS:

\$100
Make checks payable to: Reston Community Center
On check reference line: Reston Multicultural Festival
No post-dated checks please. Payment also by Visa or Master Card.

BOOTH CONTENT PROVIDED BY FESTIVAL:

Two 6' skirted tables, one trash can with liners, booth identification sign and listing on Festival map. Note: tents & tables will be set up and taken down by the equipment rental company.

INSURANCE REQUIREMENTS:

All Applicants hereby assume responsibility for, and agree to indemnify and hold the Reston Multicultural Festival Committee (including, but not limited to, Reston Association and Reston Community Center) and their respective officers, directors, owners, employees and agents harmless from any liability or expense, including governmental charges or fines and attorney's fees, in connection with any and all claims, demands and causes of action including but not limited to those for bodily injury, death or property damage, created by, arising out of, or resulting from; (i) Applicants installation, removal and maintenance of space and supplies; (ii) any goods, products, samples or souvenirs; (iii) Applicant activities at the Reston Multicultural Festival and occupancy or use of the facility or any part thereof. By executing the Application, the Applicant warrants that it has and shall maintain in full force and effect through the dates of the Reston Multicultural Festival comprehensive general liability insurance, with coverage including personal injury, broad form of property damage, contractual liability, operations hazard, and product liability, in limits of not less than \$1,000,000.00, which insurance specifically covers all Applicants activities on or off site of the facility and related to the Reston Multicultural Festival.

Applicant must provide a Certificate of Insurance to Reston Multicultural Festival naming, Reston Association, Reston Community Center, and Lake Anne of Reston Condominium Association as additionally insured prior to the event. The policy for such insurance shall be issued by an insurer acceptable to the Reston Multicultural Festival Committee and authorized to do business in Virginia.

ALLOCATION OF BOOTHS:

A completed Application with full payment must be received by the deadline. Please note that after a Food Vendor is selected a booth location will be allocated in the order we receive your completed Application and full payment. When we receive your check, we will notify you of your booth location. Changes to the locations may be made at the sole discretion of the Reston Multicultural Festival Committee.

ASSIGNMENT AND USE BY OTHERS:

Applicant space is restricted to one Applicant per space. The Applicant may not assign its space or permit to any other Applicant, person, firm or organization to use any part of such space without the express written permission of the Reston Multicultural Festival Committee.

SALE AND SALES PRICE OF FOOD ITEMS:

Food items must be priced at \$1, \$2, \$3, \$4 or \$5 per item only. The sales price must be inclusive of VA Sales Tax. Applicant is solely responsible for all its sale transactions, tendering and payment of all appropriate Federal, State and County taxes. We recommend that all Applicants be able to make change, as credit card transactions will not be possible. Acceptance of checks is at Applicants discretion.

SALES TAX AND LICENSES:

It will be the responsibility of each Applicant to comply with all Federal, State and County tax ordinances and licensing requirements. Applicant represents that it has in effect or will have as of September 22, 2001 all necessary and required licenses and permits, and certifications, from all applicable government agencies.

CANCELLATION/NO SHOW POLICY:

All cancellations must be received in writing. No refunds will be granted after July 21, 2001. A no-show the day of the event will forfeit your booth cost.

APPLICATION DEADLINE:

Monday, June 29, 2001

RETURN APPLICATIONS TO:

Reston Multicultural Festival
c/o Alvarez LeCesne
2310 Colts Neck Rd.
Reston, VA 20191
(703) 476-4500 x 209

ALCOHOLIC BEVERAGES:

Alcoholic beverages will be available for sale at the licensed existing restaurants at The Plaza at Lake Anne, which are obligated to follow all applicable ABC laws, rules, and regulations. Consumption of Alcoholic Beverages is confined to the restaurant premises. **NO OTHER ALCOHOLIC BEVERAGES WILL BE SOLD AT THE RESTON MULTICULTURAL FESTIVAL.**

BOOTH SET-UP:

Applicants set up time is from **7:30am to 9:30am**. Note: you should be set and ready **30 minutes** prior to the scheduled opening time for health inspection.

BOOTH BREAK-DOWN:

Applicant break down time is from 6:00pm to 8:00pm.

STAFFING:

All booths must be staffed from 9:30am to 6:00pm.

BOOTH ARRANGEMENT:

Each booth will be equipped with two 6' tables. Any grills and other cooking apparatus must be placed under the tent. All such equipment must be sectioned off with the use of clearly marked ropes and/or stations. All food preparation areas must be covered with cardboard or padding.

GRILLS, COOKING AND HEATING EQUIPMENT:

Grills and cooking equipment, which use Propane Gas, are permitted. Applicants must coordinate with Reston Multicultural Festival if they plan to use such equipment. The use of sterno is permitted within the tent. **Fryers are prohibited.**

MENU:

There are no restrictions on the cuisine that an Applicant can feature at this event. However, selections should be coordinated with the Reston Multicultural Festival Committee to avoid duplication. Please list menu selections on the "Application" page.

CLEAN-UP:

Dumpsters will be provided at the Lake Anne Plaza loading dock. Applicant must make arrangements to dispose of its trash properly. Applicant will not be allowed to dump grease or any other substance anywhere other than the designated trash collection area at the loading dock. Applicant must clean its booth space and leave it in the same condition it was received.

ELECTRICITY:

None will be available

WATER:

Available on loading dock area

TRASH REMOVAL:

A clean up crew will periodically collect trash from public trash receptacles and off the floor. Applicant is responsible for the disposal of the trash in the receptacle within its space.

SIGNAGE:

Applicant must provide professional signs listing prices and food items for sale. The Reston Multicultural Festival will provide booth identification signs.

CONTACT PERSON ON FESTIVAL DAY:

Norma Cruz-Khan

Failure of Applicant to comply with any of the terms, conditions, rules or regulations of this Application, including but not limited to Applicants failure to pass the Fairfax County health inspection, shall constitute an automatic termination of this Agreement whereupon Applicant immediately shall remove its exhibit and articles from the premises and, at its own expense, restore the premises used by Applicant.