

**THIS EMAIL CONTAINS INFORMATION THAT YOU WILL NEED  
TO PARTICIPATE AT THE 2018 FALL FOR FAIRFAX KIDSFEST**

**PLEASE READ**

**FALL FOR FAIRFAX KidsFest – September 29 & 30, 2018**

**FOOD VENDOR CONFIRMATION PACKET**

**LOCATION OF FESTIVAL:** The Fairfax County Government Center

**FESTIVAL HOURS** – Saturday, September 29<sup>th</sup> 10:00 am – 7:00 pm  
Sunday, September 30<sup>th</sup> 10:00 am – 5:00 pm

**SCHEDULE FOR VENDOR SET-UP**

Friday, Sept. 28<sup>th</sup>

Trailer Operations: 11:00am – 3:00pm

All Other Operations: 2:00 pm – 6:00 pm \*\*

All food vendors are required to load-in at this time, unless otherwise approved. If you cannot arrive before 6:00 pm for load-in, please contact Trinity Yansick to coordinate an alternate time. **\*\*Vendors on the right hand side of the court, Thai Thai and Del Sur Baked Goods especially, may have to wait to load-in until after 5pm on Friday as those spaces are handicapped parking spots that may be in use for the Government Center during regular business hours.\*\***

Saturday, Sept. 30    **LATE LOAD-IN BY APPOINTMENT ONLY**

Food vendors **MUST** contact Trinity Yansick (Program Manager) to pre-arrange an appointed time **IF APPROVED** for a late load-in. Vendors will be expected to arrive no later than 7 a.m. on Saturday morning. Food vendors may park their stock trucks in the designated spots in Lot C, behind the food court. All personal vehicles must be moved to underground or surface parking by 7:30am on Saturday morning. You must have a printed parking pass for all vehicles. Please make no more than 3 copies of the parking pass.

**LOGISTICS FOR EXHIBIT SET-UP**

We ask for your assistance in keeping vehicle aisle ways clear. It is important that once you have unloaded your equipment and boxes that you move your vehicle to either underground or surface parking (other than stock vehicles).

## **Traffic Flow for Vehicles to Access Festival Site on Friday**

To access the festival site, you **MUST** follow these directions:

- Once you are on Government Center Parkway, enter through the Red Gate (located at the stoplight).
- Drive straight up to the front of the building and stop at the SCARECROW MAKING TENT for check-in. Look for the tent with the 20 foot high yellow flags.
- Trinity Yansick (Program Manager) will be stationed at this tent and will direct you to your booth. **PLEASE HAVE YOUR BOOTH NUMBER READY.**

## **PARKING AT THE FESTIVAL**

On the day of the event, all food vendors **MUST** enter through the **BLUE GATE**. Please park in the parking lot closest to the building directly behind the Food Court.

\*\*\*Exception: if arriving before 7:00am on Saturday or Sunday morning, please enter through Green Gate and ask security for directions on how to access food court.

## **LOAD-OUT**

Load-out must be complete by 7:30pm (2 ½ hours after the close of the event) on Sunday. If you are using power supplied by the festival, you must be ready to disconnect within one half hour (5:30pm) after closing. **NO EXCEPTIONS.**

## **HEALTH DEPARTMENT INSPECTIONS**

The Fairfax County Health Department may begin inspecting food vendors as early as 8:30am on the day of the event. It is imperative that you follow Health Department regulations. Those vendors hooking up to Fall for Fairfax's water supply **must** provide their own NSF hose and Y-coupling. This is a Health Department requirement. The Health Department has also asked that trash be removed from your space promptly. In addition, waste water tanks will be provided -- under no circumstances should waste water be disposed of other than in the disposal tank.

**Health Department applications have already been sent to all Festival Food Vendors. By this time, you should have sent the application back to the health department; if not, please do so at this time. The Health Department will require an in-person application for vendors who submit less than 10 days prior to the event. For more information visit:**

<http://www.fairfaxcounty.gov/hd/food/permits/temporary-events.htm>

## **FIRE MARSHAL INSPECTIONS**

Food vendors are required to adhere to all Fire Code Regulations, including but not limited to laws regulating use of propane and cooking in and under tent structures. If a food vendor fails inspection and is not able to fix the underlying reason causing the failure, CFI will not refund any of the vendor registration fees.

Any vendor who has not submitted a certificate as proof that their tent is fire rated must present it to the Fire Marshal upon inspection. The Fire Marshal will also be checking for valid propane tanks, appropriate attachments and hosing for propane, distance from the tanks to any structures, operational hazards and other possible violations. Be sure your tanks have a current date stamp. All food vendors are required to provide their own fire extinguishers.

**Failure to comply with the Fire Marshal may result in shut down of operations until the violation can be corrected.**

## **ALLOWABLE TENTED STRUCTURES**

As has been previously informed to vendors, “pop-up” style tents with nylon or similar material are not permitted to use over a cooking area. The Fire Marshal will not permit this activity.

***All tents must meet NFPA 701 certification.***

If your current tent does not comply with this certification, you must contact Trinity Yansick, CFI Program Manager, to obtain a fire-retardant, rented tent not later than September 24, 2018.

Additional fees for tent rental. Sidewalls are not provided. Tax, delivery, set-up and removal are included.

## **MENU ITEMS PERMITTED**

Only those items that have been approved by Festival staff will be permitted to be sold.

Approved menus were sent out in your welcome email. In an effort to maintain the highest quality dining experience for our event attendees, vendors may be excluded in future years if the quality of their meats, fruits and other items are not of top quality.

## **BEVERAGE REGULATIONS**

Only Pepsi brand products, including bottled water, may be served by food vendors (excluding pre-approved items such as fresh lemonade, iced tea, smoothies, etc.). You received a Pepsi pre-order with your welcome letter. All Pepsi products must be purchased from Celebrate Fairfax, Inc.

**\*\*No fountain drinks for this event unless otherwise approved.\*\***

## **ICE OPERATIONS**

CFI will not be selling ice on-site; vendors are encouraged to bring their own. There is a Wegmans grocery store just down the street (11620 Monument Dr, Fairfax, VA 22030) that sells 18 lb bags at a very reasonable price.

## **VENDOR STAFF**

Please be sure to direct your working staff to your vending location. ***They should not report to Volunteer Check-in, which is solely for festival volunteers.*** Be sure to make copies of the site map and the other information for your staff.

## **ELECTRICAL NEEDS**

Food vendors who did not rent electric service and who need electric power may bring their own generators IF APPROVED by festival staff in advance. Note: Generators must not produce excessive noise or fumes, and must meet county regulations for use of generators. This includes but is not limited to the requirement that generators be located 20' or more away from membrane (tent) structures, unless an approved barrier sits between the two (i.e.: a stock truck between a tent and the generator).

Fairfax County Fire Marshal regulations requires that vendors using propane store all propane tanks no less than 10 feet from any tent structure. Vendors supplying their own generators are responsible for pulling their own electrical permits and must place any generator at least 20 feet from all tent structures. This regulation will be enforced by the Fire Marshal at Fall for Fairfax KidsFest. If you are using propane, please be sure you have hosing that is for propane use and has ample length to accommodate the 10 foot distance.

## **FEES/TAXES**

All vendors are expected to collect, report, and remit any applicable state (Virginia) and local retail sales tax. By law, any vendor with a place of business within Fairfax County for 30 or more consecutive days and with annual gross receipts over \$10,000 must complete a Business, Professional and Occupational License (BPOL) application and pay a license fee. Please call 703-222-8234, PRESS 3 for more information regarding BPOL's.

## **INCLEMENT/EXTREME WEATHER**

We are a rain or shine event, so be prepared! Bring provisions to protect your operation against all weather conditions.

## **NO STAKING INTO THE GROUND**

A sprinkler system and water lines have been installed in the grassy areas of the Government Center property. Any vendor (including all of their personnel) who damages any utility lines and/or sprinkler heads due to staking will be responsible for repair/replacement expenses.

## **CHANGES TO VENDOR LOGISTICS**

All logistical needs must have been clearly indicated on your application. Change requests can be made without penalty no later than Monday, September 24<sup>th</sup>, 2018. If changes are made after that date, exhibitors will incur a 20% surcharge for any additional rentals (electricity, etc...).

## **EXTRA RENTALS**

If additional rentals (tents, etc...) are needed, you must request them from the CFI office no later than **September 24, 2018**. The Festival will order the additional equipment for you and you will be required to provide credit card information for payment at the time of order placement. If changes are made after September 24<sup>th</sup>, exhibitors will incur a 20% surcharge for any additional rentals. Additional rentals requested after September 24<sup>th</sup> will be provided based on availability.

## **SECURITY**

The Festival will provide a 24-hour security patrol, beginning Friday, September 28<sup>th</sup> at 7:00pm. The provision for security patrols does not, however, guarantee exhibitors against loss or theft. Therefore, the following precautions should be taken:

- Do not leave valuable merchandise unattended, especially overnight.
- Secure all valuables when leaving booth.

## **TRASH REMOVAL**

Exhibitors and vendors are required to remove all items from their booths and to clean their immediate area. Equipment, supplies and exhibit materials that are left behind are not the responsibility of Celebrate Fairfax or the County of Fairfax, or their employees and volunteers. Any items left behind will be discarded immediately by trash removal staff.

Any vendor not leaving their space as they found it upon their arrival will be charged the fee for repair or cleaning as necessary and may be denied future participation in Celebrate Fairfax events.

***If there are any spills that could potentially leak materials into the storm drains, they must be reported immediately to the Food Chairman, AI, or to Trinity. These spills must be cleaned up according to Fairfax County requirements and spills affecting storm drains may face fines.***

## **FOOD VENDORS:**

- 1) Are prohibited from using sound amplification without prior approval from the Celebrate Fairfax Staff.
- 2) Must conduct all sales and activities within the space for which they contracted unless

otherwise approved by Celebrate Fairfax Staff - moving locations is strictly prohibited.  
Selling and/or soliciting in the aisles are not permitted.

- 3) Under NO circumstances may the asphalt be damaged -- no metal objects, fencing, etc.
- 4) Are prohibited from sub-letting their space or any equipment provided by the Festival.
- 5) Must not allow vending operations to exceed the width, length or height indicated on their application. If no specifications were indicated on a vending application, it is assumed that operations will not exceed 20' wide, 20' deep, or 10' high, unless previously approved by the Festival.
- 7) Must remain open during all open Festival periods, unless previously approved by the Festival.
- 8) Must provide certificate of insurance where Celebrate Fairfax, Inc. and the County of Fairfax are named as the additional insured. Coverage must be in the amount of no less than \$1 million for general liability and damages. **Certificate of insurance is due prior to September 24, 2018.** NOTE: If certificate is not received, vendor will not be permitted to set-up until vendor has either provided insurance certificate or has purchased Single Event Insurance Coverage through CFI.
- 9) May only vend approved items, listed on the official event welcome letter.

*Any vendor found in violation of the above rules or other Festival rules that were printed in the Vending Application, subsequent mailings, or announced on the Festival Site upon arrival or during the Festival, will be issued a warning and removed from the Festival if violation continues.*

## **BALLOONS/HELIUM TANKS**

BALLOONS AND HELIUM TANKS ARE PROHIBITED EVERYWHERE ON THE FESTIVAL SITE. No exceptions.

## **ADDITIONAL INFORMATION**

Please check the Fall for Fairfax KidsFest website for any additional information you may desire. Comprehensive schedules of all programs, concerts and other performances, maps, directions, and much more are provided at [www.FallforFairfax.com](http://www.FallforFairfax.com). You may contact our office at (703) 324-3247 as well.

All of us at Celebrate Fairfax, Inc. are pleased to have you join in the success of Fall for Fairfax Kidsfest. Staff and volunteers will be available to assist you with any questions or problems that may occur on site. See you soon!

## **IMPORTANT DATES**

The 38<sup>th</sup> annual CELEBRATE FAIRFAX! FESTIVAL will return June 7-9, 2019. Check [www.CelebrateFairfax.com](http://www.CelebrateFairfax.com) for more details.

## ATTACHMENTS

*Vending Assignments*

*Map of Food Court*

*Full Site Map*

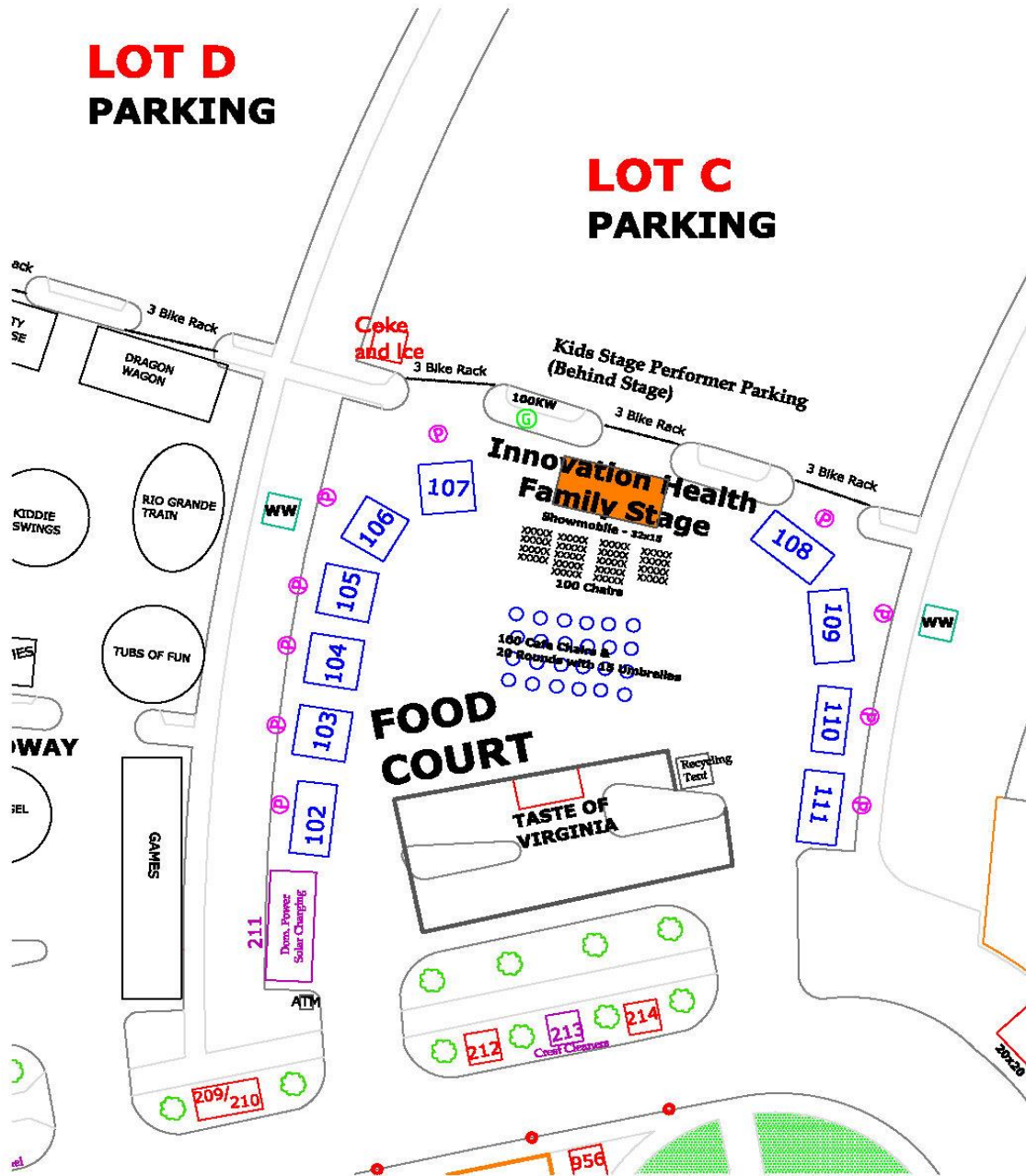
This list will also be available to download as a .pdf file from the exhibitor and vendor webpage:

<http://fallforfairfax.com/contact/exhibitors-vendors/>

### **2018 FOOD VENDOR BOOTH ASSIGNMENTS**

<b>2018 Space</b>	<b>Org/Agency</b>
102	Two Smooth Dudes
103	MacBrand Foods, Inc.
104	Orient-Bowl, Inc.
105	International Grill
106	Stay Cheesy
107	Dyvine BBQ in Motion
108	Royal Creamery
109	J&R Concessions
110	DelSur Baked Goods
111	Thai Thai
120	Olde Time Lolipop and Fudge Factory
121	Colonia Kettle Corn
122	Nooners Italian Ice
123	Mount Vernon Food Truck

Food Court





Double Click The Image Below to Download A Larger PDF Version

Full Site

