



2023 Herndon Festival Food Vendor Application and Contract

Please send this completed application and contract *with your payment*.

Keep the 2023 Herndon Festival Food Vendor Rules and Regulations for future reference.

Legal Business Name _____

Name of Manager or Owner _____

Street Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Cell _____ Fax _____

Email Address _____

Website _____

Food Vendor Space Sizes and Fees

15'x15' Space is available Thursday through Sunday at \$1,650. 15'x20' Space is available Thursday through Sunday at \$1,825. Food Truck Space is available Thursday through Sunday at \$1,000. 10'x10' Space is available Friday through Sunday at \$750 for vendors with 'one food item specialty'. Five feet of additional booth space for tented vendors (not guaranteed) costs an additional \$300.

Deposit A \$100 deposit is required with the 2023 Herndon Festival Food Vendor Application and Contract. If accepted into the event, 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 Festival and is fully refundable based on the state of your booth area upon departure. The Town will refund this deposit within 45 days of the last day of the event. See 2023 Herndon Festival Food Vendor Rules and Regulations 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 7-10 business days or by May 12 to guarantee space at the event.

Insurance The vendor will maintain a general liability policy with \$2,000,000 in coverage. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. The insurer must list the Town of Herndon, 777 Lynn Street, Herndon, VA 20170 as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.

Taxes

See the **2023 Herndon Festival Food Vendor Rules and Regulations** for additional information.

- **Business, Professional and Occupational License (BPOL):** Vendors are required to obtain a temporary Town of Herndon BPOL and the application must be completed no later than May 1, 2023.
- **Meals Tax:** Food vendors are required to collect and pay a meals tax of 3.75% on sales to the Town of Herndon.
- **Sales Tax:** Vendors are required to pay a tax of 6% percent on sales made at the festival to the Commonwealth of Virginia.

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.

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. **All menu items may not be selected.** (Providing an attached list is acceptable.) Please note, bottled water will be sold at a price of up to \$2.00 per 12-16 oz bottle, for uniform pricing. The sale of popcorn, cotton candy, snow cones, and funnel cakes will not be permitted.

Menu Item	Contents/Ingredients	Portion Size	Price
Example: Hamburgers	100% Ground Beef, white sesame seed bun, Ketchup, pickle, mustard	8 oz.	\$4.00

Vendors will be selected based upon menu items described above. We want to ensure that every food vendor has the highest potential for success. Vendors may only sell items agreed on by the Festival Staff. Any changes in menu must be submitted in advance, in writing, and approved.

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 a necessity and will not be provided electricity. Voice amplification and musical equipment, such as bullhorns or loudspeakers for radios are not permitted.

Equipment	Amps	Volts	Watts

Vendor will be responsible for any damage to Town of Herndon electrical equipment due to noncompliance with the above requirements and will result in rejection of participation in future events.

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 March 15, 2023.**

Item	Quantity	Cost	Total
15'x15' Space		\$1,650	
15'x20' Space		\$1,825	
5' of Additional Booth Space		\$300	
Food Truck		\$1,000	
10'x10' One Food Item Specialty		\$750	
Additional Circuit (one circuit is provided in booth fee)		\$75	
Sub Total			
Deposit Due with Application			\$100
Cleanup Deposit (see page 1 for details)			\$250
Amount Due upon Approval			

I have read and agree to comply with the 2023 Herndon Festival Food Vendor Rules and Regulations which is attached hereto and incorporated herein. I hereby agree for myself, my heirs, my executors, administrators and assigns to waive all claims against, release, indemnify, defend and hold harmless the Town of Herndon, its officials, supervisors, employees and agents (the "Town") from any and all claims or liabilities for any injuries, disability, death, loss or damage to person or property, however caused, arising out of or connected with my use of the Town facilities, and waive my ability to bring any legal action against the Town.

I also grant the Town permission to use my product and my likeness in a photograph, video, or other digital media ("photo") taken by the Town, in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Town and will not be returned. I hereby irrevocably authorize the Town to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my product, or likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

Vendor

Authorized Signature _____ Date _____

PrintedName/Title _____

Town of Herndon

Authorized Signature _____ Date _____

PrintedName/Title _____

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

or Email to:
parksandrec@herndon-va.gov

Please send the completed 2023 Herndon Festival Food Vendor Application and Contract **with your deposit.**

Please keep the 2023 Herndon Festival Food Vendor Rules and Regulations for reference.

Payment

Legal Business Name _____

Check made payable to 'Town of Herndon' OR

Select one of the following for credit card payment:

Visa Master Card Discover American Express Total Amount \$ _____

Name on Credit Card _____

Credit Card # _____ Exp. Date _____

Signature of Card Holder _____

Payment

Legal Business Name _____

Check made payable to 'Town of Herndon' OR

Select one of the following for credit card payment:

Visa Master Card Discover American Express

Total Amount \$ _____

Name on Credit Card _____ Billing Zip _____

Credit Card # _____ Exp. Date _____

Signature of Card Holder _____