



Multicultural Festival

RESTON MULTICULTURAL FESTIVAL 2010 FOOD VENDOR AGREEMENT AND GUIDELINES

Booth Contents Provided by the Festival:

You are provided a 10 by 10 foot tent, 2 six foot banquet tables with disposable table cloths, one trash box with replacement liners, a sign with your booth name on it, and listing on the Festival map and in the event program. Tents and tables will be set up by the Festival vendor supplying them; porters will periodically pull trash throughout the day.

Insurance Requirements:

All food vendors hereby assume responsibility for and agree to hold harmless the Reston Community Center, Reston Association and Lake Anne of Reston Condominium Association, and their respective officers, directors, owners, employees, volunteers, and agents from any liability or expense in connection with any and all claims, demands, causes of action including but not limited to those for bodily injury, death or property damage, created by or arising from; 1) applicant's installation, removal and maintenance of space and supplies, 2) any goods, products, samples or souvenirs, 3) applicant activities at the Reston Multicultural Festival and occupancy or use of the facilities 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, property damage, contractual liability, operations hazard, and product liability in a limits of not less than \$1,000,000.00, which insurance specifically covers Applicants activities related to the Reston Multicultural Festival in all aspects.**

Applicant must provide a Certificate of Insurance to Reston Community Center naming Reston Community Center, Reston Association, and Lake Anne of Reston Condominium Association as additionally insured on the above prior to the event. The issuer of the policy must be authorized to do business in Virginia. Without proof/receipt of this insurance coverage on file, the vendor will not be able to set up their Global Food Court booth.

Booth Location

Your booth location will be assigned by the Reston Multicultural Festival and shall be final.

Booth Occupant

Booth space is to be occupied solely by the Festival approved vendor. Only one occupant per space will be permitted. No reassignment may take place without the express permission of the Reston Multicultural Festival Committee representative to

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax
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the Global Food Court.

Sale Transactions and Pricing

Items must be priced in **whole dollars**, between \$1.00 and \$7.00 maximum. **All prices must include Virginia sales tax.** Applicant is solely liable for collection of all and any applicable Federal, State and County taxes. Acceptance of credit card or personal check transactions shall be at the discretion of the vendor.

Ordinances and Licenses

It will be the vendor's responsibility to comply with all Federal, State and Local ordinances, law, and licensing requirements. Applicants must have in effect now or by September 6, 2010, all necessary and required licenses and permits, certifications, and be able to produce such documentation upon request.

Cancellation/No Show Policy

Any cancellation request must be received in writing. No refunds of the vendor fee will be made for cancellation requests received after September 11, 2010. Failure to show up on the day of the Festival will result in forfeiture of the vendor fee in its entirety.

Cancellation of Food Vending due to Inclement Weather

Vendor fees collected by check or credit card will not be deposited until September 27. ***Should inclement weather prevent vendors from being able to operate in the Global Food Court, the vendor payment will be reduced by half and replacement checks requested (if paying via check) on the day of the Festival.***

Alcoholic Beverages

Alcohol sales are permitted in the Lake Anne Village Center restaurants only. No alcoholic beverages may be sold or distributed by Global Food Court vendors. Consumption of alcohol is limited to the premises of these restaurants.

Food Booth Set Up

Each food vendor must set up between 8:00 a.m. and 10:00 a.m. on the day of the Festival. The fire marshal and health inspector visits will occur at or near 10:00 a.m. and vendors failing either will not be permitted to operate nor will they receive any refund. Any vendor not present will automatically fail the inspections and not be able to participate in the Festival.

Staffing

All food vendors must staff their booths from 10:00 a.m. to completion of clean-up activity. All vendors must keep their booth open until the Festival ends at 5:00 p.m. and no sooner.

Booth Arrangement

Each booth must be setup in accordance with Fire Marshal and Health Department

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regulations. All cooking equipment will be sectioned off with the use of clearly marked caution tape and properly set up on a stable surface whenever in operation. All food preparation and service areas must remain in compliance with rules and regulations of the Fairfax County Government Department of Health at all times.

Grills, Cooking and Heating Equipment

Vendors must provide their own grilling and cooking equipment. Only commercial grade grilling units and/or frying equipment, which use propane gas and protective covers, will be permitted. All cooking equipment will be reviewed and approved by the Fairfax County Government Fire Marshal prior to its use during the Festival.

No open flame cooking is permitted under the tent area. A designated cooking area will be set up for all grilling booths. The use of sterno dishes is permitted within an individual booth, provided they are deemed safe by the Fire Marshal during the on-site inspection. All vendors must have a fire extinguisher available within their booth in accordance with County Fire Marshal requirements for use throughout the event.

Menu

You are free to select your menu items; the Festival is designed to provide culturally or ethnically diverse food items at the Global Food Court. You must list your food items on the County and the Festival applications. Your menu selections will be reviewed by the Fairfax County Government Health Department prior to the on-site inspection.

Electricity

The Festival will provide electrical power distribution and capabilities. You **MUST** notify the Festival of your need for power on your application or you may not have any available. **NO PORTABLE GAS GENERATORS OR HOUSEHOLD EXTENSION CORDS ARE PERMITTED.**

Water

Water is available in the kitchen at the RCC Lake Anne only. Vendors are advised to provide a limited source of contained water for use within their individual booths.

Booth Break Down

Each vendor must break down and be clear of their booth between 5:00 p.m. and 7:00 p.m. All booths must be returned to the original condition and be free of trash, debris, cooking items, perishables, and solid or liquid waste. **ANY ATTEMPT TO OR ACTUAL DISPOSAL OF LIQUID WASTE ON THE PREMISES WILL RESULT IN A FINE.** Signage for booths remains the property of the Reston Multicultural Festival and will be removed and taken by a Festival representative.

Trash

Porters will remove trash periodically through the event. Trash dumpsters are located on the loading dock at Lake Anne Village Center and must be used in compliance with their requirements/signage there. Vendors will be provided with trash receptacle

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liners at their booths. Any vendor who does not leave their booth in the condition it was offered will not be permitted to participate in any future Multicultural Festival Events, nor will they be permitted to operate in conjunction with other Reston Community Center events.

Contact Persons in case of Emergency

Kevin Danaher, Reston Community Center Community Events Director, will be on site and available throughout the event. Should an emergency situation occur, during the event, you will receive instructions appropriate to the situation as to proper procedures in suspending and/or evacuating your booth operations.

A vendor's (and/or its employees/operators of the booth assigned) failure to comply with any of the terms and conditions stated above shall constitute an automatic termination of this agreement, whereupon the vendor will immediately remove all equipment and food from the event site and, at their own expense, restore the booth premises to its original condition.

I am authorized to sign on behalf of the food vendor business below, and by my signature attest that I have read, understand and agree to all terms above:

Signature of principle contact

Organization/Business Name

Printed name of above

Date

Please return this form not later than September 10, 2010 to:

Kevin Danaher
Community Events Director
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191

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