



Nauck Civic & Community Pride Day 2017 FOOD VENDOR APPLICATION INFORMATION & RULES

WHAT: Nauck Civic & Community Pride Day held annually, usually attracts hundreds of people that come out to celebrate and show pride in this well established neighborhood that started in 1844. The 2017 event will be held on Saturday, September 16, 2017, 12-6 p.m., at Charles Drew Community Center. This year's event will include a diversity of live entertainment on the stage, a kid's pavilion with free kids' activities, vendors sharing information, products and services. You can join us with your delicious food. Admission to the event is free. The Nauck Civic Association planning committee is now accepting applications from food vendors, trucks, trailers or caterers.

WHERE: Charles Drew Community Center, 3500 23rd Street S, Arlington, VA 22206

WHEN: Saturday, September 16: 12-6 p.m.

FEES: Food Vendor Fee for maximum of 15'x15' food vendor space: \$75

SUBMISSION & ACCEPTANCE: Applications should be returned no later than **August 25, 2017** to allow adequate time for processing and notification. Applying to participate in the Nauck Civic & Community Pride Day Event does not guarantee inclusion. Space will be assigned on a first received, priority basis. Please see "SPACE PRIORITY" section below for details on vendor selection. *Please note that, due to the size of the event, a limited number of food vendors will be accepted.*

Please submit one copy of your completed and signed application via email to ncaarlington@gmail.com, or mail to:

**Nauck Civic Association
Attn: NCCPD
P. O. Box 4037
Arlington, VA 22204-4037**

To fax an application or for more information call us at 703-486-0058.

PAYMENT & DEPOSIT: Payments should not be submitted prior to the event management's confirmation of a food vendor's acceptance into the event. Payment should be received no later than **September 1, 2017**. If payment is not received by this date, the vendor will lose acceptance in the event and another vendor will be accepted.

Following vendor's acceptance into the Nauck Civic & Community Pride Day event, payment of \$75 should be made payable to **Nauck Civic Association** and mailed to:

**Nauck Civic Association
NCCPD
P. O. Box 4037
Arlington, VA 22204-4037**

ELIGIBILITY:

Non-Mobile Food Vendors: All non-mobile food vendors must obtain a temporary food service permit from the Arlington County Environmental Health Section. This permit should only be obtained after a vendor is notified of their acceptance to the Nauck Civic & Community Pride Day event. To apply, download the [application](#) (PDF) at the Arlington county website and submit with \$40 fee made payable to **Arlington County Treasurer** to:

Arlington County Public Health Division
2110 Washington Blvd
Suite 350
Arlington, VA 22204
Phone: 703-228-7400 Fax: 703-228-7401

Applications for the temporary food service permit must be received by September 6th, 2016 - 10 days prior to the event date.

Mobile Food Vendors: Mobile food vendors must obtain a peddler's/itinerant merchant's license from the Arlington County Environmental Health Section. Vendors may call (703) 228-7400 or visit the [application webpage](#) for information on how to obtain a peddler's/itinerant merchant's license.

Both Non-Mobile and Mobile Food Vendors must also:

- Review Chapter 30 of the Arlington County Code before applying.
- Obtain a Virginia State business license
- Be fully insured and provide proof of insurance

MEALS TAX: Per Arlington Code 65, all food vendors must pay a Meals Tax on applicable food and beverages. The Code stipulates that the Meals Tax must be paid to Arlington County within 15 days after the event to avoid penalty and interest charges. A staff member from the Commission of Revenue's Office will send approved food vendors the necessary forms for submitting their Meals Tax.

CANCELLATIONS: Cancellations after **September 6, 2017** will result in the forfeiture of all fees. If a vendor cancels prior to the September 6, 2017 date, they will be reimbursed for the full vendor fee within 30 days.

SPACE PRIORITY: Due to limited available space, vendor space cannot be guaranteed for all food vendor applicants. Space location is driven by desired menu, electrical needs, individual food vendor space requirements, logistical restrictions, and is at the discretion of the Nauck Civic & Community Pride Day event planning committee.

Consideration for space assignment will be given to food vendors that offer ethnic & unique food items with affordable menu selections, and to sponsors of the event. The Nauck Civic & Community Pride Day Event Planning committee reserves the right to reject any application for any reason.

BOOTH LOCATION: Food vendors are not permitted to relocate his/her booth or mobile unit at any time during the day without the advanced authorization by the planning committee representative in charge of the vendors. If any food vendor is seen moving his/her booth or mobile unit to another location without said authorization, the food vendor and all equipment, supplies, materials, food, beverages, employees, owners, etc. will be asked to leave the event and may be removed by the Arlington County Police Department.

EVENT CANCELLATION: In the event that the Nauck Civic & Community Pride Day event is canceled or postponed, in whole or in part, for any reason beyond our control, including but not limited to weather, acts of God, and decisions by public officials, food vendor agrees that the Nauck Civic Association will not be liable for any loss of income, promotional/marketing opportunities, costs, or other damages incurred on the part of the food vendor. However, vendors will be reimbursed for vendor fees if the event is canceled.

FOOD VENDOR SET UP: Food vendor booth set up will take place on the event date, Saturday, September 16, 2017 no earlier than 9 a.m. Non-mobile food vendors must be set up and ready for inspection by 11:30 a.m.. Mobile food vendors must be set up and ready to sell at 12:00 Noon for the start of the event.

OPERATING HOURS: Food vendors should plan on being operational during the entire event from 12-6 p.m.

MARKETING: Food vendors must display a menu and prices at all times. If the food vendor has a web site and provides it to us upon acceptance, we will link the event website to our event information on our website.

FOOD VENDOR BREAKDOWN: Food vendors must cease operations at 6 p.m. and vacate the premises no later than 7 p.m.

PARKING: Mobile units may be parked in front of Charles Drew Community Center in a designated area that will be marked by event staff. Non-mobile vendors will be permitted to park in the on-site lot for loading and unloading.

RETURN ON INVESTMENT: The Nauck Civic & Community Pride Day event has an extensive marketing and promotion campaign. However, return on investment is the sole responsibility of the food vendor and does not fall under the burden of the Nauck Civic Association.

The Nauck Civic Association will not, under any circumstances, reimburse or replace any costs associated with equipment or materials that the vendor made in preparation for or while vending at the event.

REPORTING: All food vendors will be given a feedback form for reporting on their participation to help us determine whether event vendors are successful, if we have the right mix of vendors and if we are charging an appropriate vendor fee.

CATEGORY EXCLUSIVITY: Please note that the Event planning team will work to ensure a variety of food options.

Please note that the Nauck Civic & Community Pride Day event planning team reserves the right to invite food/drink sponsors on-site to sample their products.

GENERATORS: Quiet generators are preferred if needed. Generators will not be provided by event management and are the responsibility of the vendor.

LOSS/THEFT/INJURY: Each vendor is responsible for securing his/her own property. The Nauck Civic Association is not responsible for loss, theft, or personal injury.

EVENT MEAL VOUCHERS: Each participating food vendor must honor meal vouchers from volunteers working the event. Vouchers will be issued by a designated representative of the planning team at a value of

no more than \$10 each for use during the event. Vouchers will be presented to the food vendor by volunteers for payment and can be used at only one Vendor.

CODE OF CONDUCT: All food vendors are required to conduct themselves in a fair, professional, and courteous manner. Vendors must comply with requests from the event planning team representatives, Police and/or Fire Marshal.

NON COMPLIANCE: Any food vendor who does not comply with the rules, County ordinances, and health or fire code regulations is subject to immediate dismissal and removal from the event by event planning team, Police, and/or Fire Marshall and is subject to forfeiture of all fees.

DISPOSAL OF TRASH, PREP ITEMS AND OTHER MATERIALS: Vendors are responsible for disposing of all food prep items, charcoal, cooking oils, grey water, etc. Absolutely no dumping of these materials is allowed. Normal trash items may be bagged and event staff will dispose of them.

PROPANE GAS: If a vendor requires propane gas, they must indicate this on the application below to ensure that a Fire Inspector is on site to inspect their set up.

CONTACT INFORMATION: Please contact the Nauck Civic and Community Pride Day event planning team at ncaarlington@gmail.com or call us at (703) 486-0058 if you have questions.



2017 Nauck Civic & Community Pride Day FOOD VENDOR APPLICATION

Please refer to the event Information and Rules before completing and submitting application.

Submission Deadline: August 25, 2017

CONTACT INFORMATION:

Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

DOES VENDOR INTEND TO USE PROPANE GAS? (Please check one): Yes ___ No___

Food Vendor Fee = \$75	\$ <u>75.00</u>
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APPLICATION CHECKLIST:

- Food vendors must show proof of insurance by providing a copy of insurance policy or certificate.
- One copy of the completed "List of Items for Sale" form for all foods that will be sold at your booth or mobile unit.

PLEASE INITIAL EACH LINE BELOW TO CONFIRM YOU UNDERSTAND THE 2017 Nauck Civic & Community Pride Day EVENT RULES AND REQUIREMENTS:

- I have read the Arlington County Food Handling Code
- I understand that I must be a licensed and insured food vendor to participate and that if my application is accepted I may vend at Charles Drew Community Center on this day.
- I understand that I must complete and submit the Food Vendor Feedback Form & Report to ncaarlington@gmail.com by **September 30, 2017**.

AGREEMENT AND SIGNATURE:

I have read the 2017 Nauck Civic & Community Pride Day Event Vendor Information and Rules, agree to abide by them, and cooperate with the event planning team, Police, and Fire officials.

Signature: _____ Date: _____



2017 NAUCK CIVIC AND COMMUNITY PRIDE DAY EVENT FOOD VENDOR LIST OF ITEMS FOR SALE FORM

Food Vendor Business Name: _____

Contact Person: _____ **Phone:** _____

Please be specific with your menu options. It may be requested that you alter your menu in an attempt to avoid duplication of food items. Low cost food items are much appreciated for those attendees with smaller budgets.

FOOD ITEM/DESCRIPTION	Sell Price (Approximate)	Additional Comments



2017 NAUCK CIVIC AND COMMUNITY PRIDE DAY EVENT FOOD VENDOR FEEDBACK REPORT

*To be filled out and left with event representative or mailed after the event, no later than
September 30, 2017.*

Food Vendor Business Name: _____
Contact Person: _____ **Phone:** _____

1. How did you hear about this event?

- Invitation
- Advertising
- Social Media
- Word of mouth
- Other, please specify

2. Overall how would you rate the event?

- Excellent
- Good
- Very good
- Fair
- Poor

3. Please rate the following aspects of the event:

	Poor	Fair	Good	Very good	Excellent
Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Time



4. Overall, how satisfied are you with the event?

- Very satisfied
- Very satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

5. Would you recommend the event to friends or colleagues?

- Definitely
- Probably
- Not sure
- Probably not
- Definitely not

6. What did you like most about the event?

7. What did you like least about the event?

8. What other recommendations would you make to improve the event?

Fill out and mail this form to:
Nauck Civic Association
Attn: NCCPD
P. O. Box 4037
Arlington, VA 22204-4037
or email to ncaarlington@gmail.com
no later than **September 30, 2017.**