

**FOOD VENDOR APPLICATION**

**MANASSAS JAZZ FESTIVAL SATURDAY, JUNE 16, 2018**

**Rain Date: Saturday, June 23<sup>rd</sup>, 2018**

**BOTH PAGES MUST BE FILLED OUT AND RETURNED NO LATER THAN April 30, 2018**

**PART A: Applicant Information**

Company/Organization \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Contact Phone numbers (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Contact Person E-Mail \_\_\_\_\_ Fax # \_\_\_\_\_

Company/Organization Address \_\_\_\_\_

Business Tax ID # \_\_\_\_\_

On-Site Contact \_\_\_\_\_ (cell) \_\_\_\_\_

**PART B: Set Up Description**

Please provide a detailed description of your booth set up, including dimensions. Food vendors must supply all tents, tables, chairs, and any other necessary equipment. Electrical access is provided. Food service trailers are not permitted for this event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART C: Menu Description**

List all items that you would like to vend at the festival, along with pricing. NOTE: HMI reserves the right to exclude certain items to avoid over representation and insure festival appropriateness. Only approved listed items may be vended at the festival.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PART D: Documentation Required**

**The following must be submitted with this application no later than April 30, 2018**

- A certificate of liability insurance in the amount of \$1,000,000 naming the City of Manassas AND Historic Manassas, Inc. as additional insured. The policy must be accompanied by an endorsement.
- A copy of your current vendor license and health inspection permit.
- 2 photos of your vendor set up from a recent festival.
- A check in the amount of \$350.00 for the booth space fee.

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**MANASSAS WINE & JAZZ FESTIVAL SATURDAY, JUNE 16, 2018**

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### PART E: RULES of the 2018 Manassas Jazz Festival in Manassas, Va.

- **Booth space is 10x20, unless otherwise arranged.** Vendor agrees to pay a booth fee of \$350.00.
- **Vendor** must supply all needed equipment. Standard electrical and potable water access is provided. All vendors and their agents or representatives, are required to conduct business and solicitation within the booth space area. No canvassing the festival grounds is permitted.
- **Parking for stock vehicles only will be made available near the booth space. All other vehicles must park** in public parking areas.
- **Voice Amplification devices** may not be used. Amplified music is not permitted.
- **Generators** must not emit fumes, odors, or noise that may affect the sales or operation of other festival areas/vendors. Must be 59DB Inverter generator. Failure to comply will result in dismissal.
- **Exhibitors may arrive at 7am** to complete set up no later than 10:30am, and must stop selling at 7pm. Break down and clean up may not begin before 7pm, and must be complete by 8pm.
- **No vehicles can be moved within festival limits between 11am and 7pm.**
- **Trash must be removed** by the vendor and the area be left clean.
- **Vendor understands that exclusivity of food items is not offered**, but that every effort is made to make sure items are not over-represented.
- **Vendor agrees that this event is “rain or shine”** and that vendor fees are non-refundable.
- **Vendor agrees not to sublet booth space**, or sell items not represented in this application.
- **Emergency Closing** - The Festival Director has the right to close any or all parts of the festival to ensure the safety of attendees. Event leadership will work with the Director in case of an impending storm or other emergencies to determine the most appropriate plan of action.
- **Failure** to comply with all rules and regulations may result in the rejection of future festival applications.
- **This application applies to the 2018 Manassas Jazz Festival ONLY.**

### PART F: VENDOR Acceptance

The person submitting this application and signing below verifies he/she has the legal right to act on behalf of the participating vendor. The vendor, including all of its employees, agents and other representatives hereby holds harmless and indemnifies Historic Manassas, Inc. and the City of Manassas, Virginia and all sponsors, board members, employees and other representatives of each, for any damages or liability incurred as a result of the actions of the participating vendor in the 2018 Manassas Jazz Festival. Any damage to HMI or City of Manassas equipment or property due to noncompliance with the information supplied at any time by the vendor will result in financial obligation to the vendor.

I agree that all representatives acting on the vendor's behalf for any matter pertaining the 2018 Manassa Jazz Festival will be subject to rules herein as well as any rules provided to vendor representative(s) prior to and/or during the festival.

Signature \_\_\_\_\_ Date \_\_\_\_\_