

**2012 FOOD VENDOR
INSTRUCTIONS ON
HOW TO APPLY**

Newport News Parks, Recreation & Tourism
700 Town Center Drive, Suite 320
Newport News, VA 23606
Phone (757) 926-1400



Applicants will be evaluated for demonstrated leadership and organizational ability based upon other successful activities, including prior festival participation. Newport News Parks, Recreation & Tourism strives for menu diversity, festival spirit, and menu quality when selecting food booth operations, as well as striving to reduce menu duplication and maximize sales for all food vendors. For this reason, we reserve the right to *delete proposed menu items from selected food booth applications*. Applicants shall be given the opportunity to accept the deletions, to make mutually agreeable substitutions, or to withdraw from the selection process and receive a full refund without penalty.

Newport News Parks, Recreation & Tourism seeks to offer participation to a broad representation of community organizations. Preference will be given to nonprofit or charitable organizations who submit evidence of such status with the Food Booth Application. Evidence may include an exemption letter from the U.S. Internal Revenue Service, nonprofit corporation charter, and current certificate of good standing or other satisfactory evidence certified by the officers or authorized representative of the applicants. The applicant must provide food booth service for the *entire festival*, based on the estimates of typical attendance listed on the "Information and Fees Schedule" enclosed.

Booth space allocations are 15' x 15' for freestanding booths and tents, and allocations for trailers are 20' x 15'. Tents being used by vendors must be no larger than 15' x 15' and certified flame retardant (no tarps allowed). If any equipment is to be used on-site (e.g., grills, ice cream carts, etc.), it must be contained within the specified space allocation or a DOUBLE BOOTH FEE WILL BE CHARGED. Each vendor is responsible for the design, construction and disassembly of each booth structure as scheduled by the Festival Coordinators. *A picture of the booth as it will be displayed during the Festival is required for new vendors.* Any booth that does not conform to size specifications or appearance regulations will not be allowed to participate in the Festivals. **Double spaces are available, space permitting, at twice the cost of a single space as described above.**

Booth identification signs must be made from sturdy materials and be attractive in appearance. *Menu boards with prices MUST be displayed throughout the Festival or your security deposit will be forfeited.* **ALL MENU ITEMS MUST BE SOLD AT THE FULL PRICES DESCRIBED ON THE VENDOR'S APPLICATION. VENDORS ARE NOT PERMITTED TO ACTIVELY CANVAS FOR CUSTOMERS; "HAWKING," OR OTHERWISE APPROACHING OR LOUDLY ADVERTISING FOR SALES AND DISTRIBUTION OF PRINTED ADVERTISEMENTS AND COUPONS IS NOT ALLOWED. ALL SIGNAGE MUST REMAIN WITHIN THE BOOTH SPACE ALLOCATION.**

It is the responsibility of each vendor to continually clean up the booth and the area surrounding the booth; each vendor shall leave the area in the same condition as when they arrived. No trash, waste products, gray water, grease, etc., may be dumped anywhere on Festival grounds. SHOULD THIS REQUIREMENT NOT BE MET, A \$250 CLEAN UP FEE WILL BE CHARGED AND PARTICIPATION IN FUTURE NEWPORT NEWS EVENTS WILL BE JEOPARDIZED. In addition, your security deposit will be forfeited.

READ!	Read all information contained in this packet <i>carefully!</i>
MEET DEADLINES	Decide on which festivals and events to apply, making note of the deadlines for each (deadlines are listed on the <i>Fee Schedule</i>).
APPLY	Complete TWO COPIES of the <i>Application</i>
REQUEST	Complete TWO COPIES of the <i>Electrical</i> Request Form (if electricity will be needed).
AGREE	Complete TWO COPIES of the Food Vendor <i>Agreement</i> , which must be signed by an authorized representative for your business. We reserve the right to reject any applications and offers. Upon acceptance of the Agreement by the City of Newport News, evidenced by execution of the Agreement by an authorized representative of the City, and return of the Agreement (with modifications if applicable), the Food Booth Agreement shall become a binding contract.
COMPLY	Complete ONE COPY of the Newport News Health Department's Temporary Restaurant <i>Permit Form</i> . We will forward these for you to the Health Department along with your payment to them. Your food contract will be void if you do not have a Temporary Restaurant Permit. If you do not have the permit, you will be asked to leave the event site and no refund will be provided.
PAY	Write one check payable to the City of Newport News for the event fee(s), and a <i>separate</i> check payable to the Peninsula Health Center for the Temporary Food Permit.
MAIL	Mail <i>all</i> applications and fees to Special Events, Newport News Parks, Recreation & Tourism, 700 Town Center Drive, Suite 320, Newport News, VA 23606.
RECEIVE	You will receive <i>confirmation</i> from us if chosen as a vendor (usually within the same week as the deadline), along with one signed set of your approved applications and agreements (with modifications, if applicable). Should your application not be accepted, you will be notified.
NOTE	You may receive a full refund without a penalty if written notice is received any time <i>prior to</i> acceptance by Newport News Parks, Recreation & Tourism. You <i>may not</i> receive a refund if you withdraw after acceptance, unless modifications made to your initial proposal cannot be mutually agreed upon.