



ViennaTysons®
Regional Chamber of Commerce

Oktoberfest 2011
Saturday, October 1, 2011, Historic Church Street in Vienna

FOOD VENDOR PACKET

Dear Potential Participant,

Announcing the ViennaTysons Regional Chamber of Commerce® Fourth Annual Oktoberfest!

Oktoberfest 2011 will be held on **Saturday, October 1, 2011 from 11 a.m. – 7 p.m.** on the Town Green and historic Church Street in the heart of Vienna, VA. The event will feature live entertainment on two stages (a main stage and children's stage), beer garden, food vendor area, live music, children's activities, and a festival marketplace.

Last year we sold out of booth space! We have already heard from most of the vendors from 2010 where the crowd was estimated at 25,000 attendees!

This event provides an ideal venue to showcase your business. You'll have the opportunity to personally interact with 1000's of potential new customers. This is an incredibly affordable way to do marketing, outreach and publicity for your business, all while having fun!

Booth space is limited, so please don't delay and miss out on this fabulous opportunity. The **deadline** to submit your paperwork and payment is **Tuesday, September 6, 2011**.

If you have any questions, please do not hesitate to contact the following individuals:

Festival Chair	Carolyn Warrick	703-934-4626
Food Vendor Chair	Ed Rowan	703-480-5120
Non-Food Exhibitor/Sponsor Chair	Rebecca Diamond	703-568-1911
The Chamber Office	info@vtrcc.org	703-281-1333

We look forward to your participation in

OKTOBERFEST!



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Checklist for Food Vendors

To make your reservation to participate in the VTRCC Oktoberfest, please return the food vendor application, full payment, contract and applicable paperwork **by Tuesday, September 6, 2011.**

The following is a checklist of items that must be received in order to process your participation request.

Food Vendor Registration Form (**Page 3 of 11**)

Food Vendor Booth Description Form (**Page 4 of 11**)

Signed Signature page (**numbered 11 of 11**) of the Food Vendor Packet

Fairfax County Department of Health Temporary Food Permit

Permit for use of propane (if applicable)

Two Certificates of Insurance; one naming VTRCC and the other naming the Town of Vienna.



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Food Vendor Registration Form

Name of Company _____
 Contact Person _____
 Contact Phone _____ Website Address _____
 Contact E-Mail _____
 Physical Address _____
 City, State, Zip _____
 Signature _____ Title _____

I would like register for:

Food Vendor Festival Grounds (\$375 non-member/\$300 member) * you must also complete the food vendor application.
Food Vendor Inside Beer Garden (\$600 non-member/\$500 member) * you must also complete the food vendor application.

I need a double-sized vendor space (10x20). Add an extra \$250.

I need a booth set-up. Includes a 10x10 tent, one 8 foot table and two chairs. Add extra \$160.

Only 20 available - so please check with the office if you need one or any other additional equipment - 703-281-1333 or cvanveen@vtrcc.org

SPONSORSHIP OPPORTUNITIES

- | | | |
|-------------------------------|-------------------------------------|--|
| - Event | \$3,500 member - \$4,000 non-member | SOLD Govan Builders |
| - Beer Garden | \$2,500 member - \$3,000 non-member | SOLD Homeward Deployed |
| - Main Stage | \$1,250 member - \$1,750 non-member | SOLD Access National Mortgage |
| - Children's Stage | \$1,250 member - \$1,500 non-member | SOLD Dr. Allen Garai-Orthodontist |
| - Laser Tag | \$1,250 member - \$1,500 non-member | SOLD Carolyn Does Quickbooks |
| - Beverage Tent (2 available) | \$ 750 member - \$ 850 non-member | SOLD Asset Construction Services
Wells Fargo Bank - Vienna |
| - Sound Equipment-Main Stage | \$ 750 member - \$ 850 non-member | SOLD American Disposal Services |
| - German Band | \$ 750 member - \$ 850 non-member | SOLD Décor by Denise |
| - Lanyard/Volunteer T-Shirt | \$ 300 Members only | SOLD Anonymous |

Any participant may cancel prior to Tuesday, September 6, 2011 and receive a refund. A \$25 cancellation fee will be deducted from all refund checks. **No refunds will be made after Tuesday, September 6, 2011. Payment in full must accompany application.** Make checks payable to VTRCC and mail with application (see address below) or fill out this charge form, email to cvanveen@vtrcc.org or fax to VTRCC at 703-242-1482.

Check which: _____ VISA, _____ MC, _____ AMEX, _____ Discover

Acct # _____ Security Code _____ Expires _____

Name on Card _____ Signature _____

Zip Code affiliated with the card _____ Amount Authorized _____

513 Maple Avenue West • Vienna, VA 22180 • 703-281-1333 • fax 703-242-1482 • www.vtrcc.org



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Food Vendor Booth Description Form

Name of Vendor _____

Contact Person _____

Contact Phone _____

Contact E-Mail _____

Describe layout:

- All booths must display their own menu, price boards and signage.
- **No sales of alcoholic beverages are permitted.**
- Other beverages sales are permitted and must be listed below.
- Your booth set-up must comply with health department and fire marshal safety guidelines.
- Basic booth set-up (if needed) is an extra \$160. A basic booth-set-up will include a 10x10 tent, one 8 foot table and two chairs.

Only 20 available - so please check with the office if you need one or any other additional equipment
703-281-1333 or cvanveen@vtrcc.org

Menu Selections

1. _____ Price \$ _____
2. _____ Price \$ _____
3. _____ Price \$ _____
4. _____ Price \$ _____
5. _____ Price \$ _____
6. _____ Price \$ _____

Your vendor registration form, vendor booth description form, signed food vendor agreement and payment must be received in order for your application to be a complete agreement by September 6, 2011 We must also receive the insurance forms and the health department forms prior to September 30, 2011. We will make every effort to make sure the offerings of food vendors are varied. However, exclusivity of food items is not guaranteed.



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Definitions

VTRCC ViennaTysons Regional Chamber of Commerce®
Vendor Each person, organization, retailer, food & beverage participant that has made application for space at Oktoberfest 2011, by executing a Food Vendor Registration Form, Food Vendor space description form, Signature page of this Food Vendor Agreement and payment.

1. Deadline for Participation

The deadline for inclusion in VTRCC Oktoberfest is **Tuesday, September 6, 2011**. Every Vendor must fulfill all conditions herein, and send all completed paperwork and payment of \$300 for VTRCC members or \$375 for non-members to VTRCC by Tuesday, September 6, 2011. **Food Vendor space for this event is limited** and is available on a first-come, first-served basis.

2. Cancellation

If VTRCC should fail to hold Oktoberfest 2011 as scheduled for any reason by October 1, 2011 (including but not limited to terrorism, fire, wind, storm, other acts of God, or any other reason which renders event impossible or impractical) then it shall refund to Vendor all sums paid by Vendor to VTRCC less expenses incurred. Cancellation by VTRCC or the Town of Vienna must be made prior to 11:00 AM on October 1, 2011 for refunds to be administered. No refunds will be granted if event is cancelled or cut short on time once the festival begins at 11:00 AM on October 1, 2011. **There is no rain date for the festival; it is a rain or shine event.**

Neither VTRCC, Town of Vienna nor any officers, directors, owners, employees, or agents of either of them, shall have any liability to the Vendor by reason of such cancellation or failure to hold the Oktoberfest 2011.

Any participant may cancel prior to Tuesday, September 6, 2011 and receive a full refund. A \$25 cancellation fee will be deducted from all refund checks. **No refunds will be made after Tuesday, September 6, 2011.**

3. Assignment and Use of Booth by Others

Booth space is assigned in the order in which complete paperwork and payment has been received. Sponsors will receive premium booth space. Vendors are not permitted to share space and Vendor may not assign its space to any other Vendor, person, firm or organization without express written permission of VTRCC. No Vendor can change booth spaces without the permission of festival management and/or VTRCC.



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4. Booth Description

All Vendor spaces are approximately 10 x 10 square feet in size. If your set-up or mobile food unit requires more space, you are required to pay for extra space. Notification to VTRCC must be made prior to the event. Each space will be designated by markings on the road or grass surface and space markings will NOT be larger than 10 x 10 square feet, unless prior arrangements have been made and extra fee is received prior to the event. Vendor is responsible for equipping booth with all necessary equipment. **Each booth must be equipped with a canopy or tent.** Your booth set-up must comply with health department and fire marshal safety guidelines. If a Vendor needs to rent a booth set-up, they should contact VTRCC with a list of specific items for a price quote.

5. Signage

VTRCC will **NOT** provide booth identification signs. Vendor may place company signage in/on their booth. Placement and size may not infringe on other vendors or sponsors.

6. Booth Set-Up

Vendor set-up time is from 7:00 am until 9:30 am on Saturday, October 1, 2011. All vehicles must be removed from the festival area by 10:00 am. Vehicle access to booths during Oktoberfest 2011 will not be available. If you choose to rent a booth set-up from VTRCC, set-up of tent, table and chairs will be completed for you. Vendors will receive a packet by email or fax (if requested) with Check-in Time. All vendors must follow schedule provided. No vendors will be permitted to set up prior to the scheduled time. Vendors who do not arrive during scheduled set-up time may lose their booth space.

7. Booth Content and Appearance

Tables must be covered to the ground and no boxes or packing items should be visible. Smoking is not permitted inside the booths. All persons staffing a Vendor booth (Vendor, Vendor employees, volunteers, etc.) must be appropriately dressed at all times. There shall be no cut-off shirts or pants, bare feet, or obscene or inflammatory writings on clothing or in booths. The Oktoberfest festival committee and VTRCC reserve the right to prohibit the display and/or distribution of materials or merchandise it alone deems illegal, obscene or otherwise offensive.

By participating in the festival, Vendor leaves all discretion for the items to be displayed and sold to VTRCC and has no right of appeal or legal recourse at the time or in the future.

Vendors who refuse to comply with decisions may be asked to leave the festival.



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8. Staffing of Booths

All Vendors are required to provide adequate staffing of their booths for the duration of Oktoberfest 2011. Booths must be staffed and operational from 11 a.m. to 7:00 p.m. VTRCC cannot provide volunteers for Vendor booths. Vendors are encouraged to have promotional materials such as coupons, fliers or take home menus available to promote their establishment. These items may only be distributed at Vendor's immediate booth space.

9. Activity Confinement to Booth Space

Vendors are permitted to distribute and/or sell information/materials/items or have activity at their booth. **No distribution or sale of materials will be permitted beyond the contracted booth area. Representatives of Vendor may not rove festival grounds to entice visitors to the booth and/or to do any type of information/product give-away.**

10. Restrictions on Sales

Vendors are not permitted to sell any live animals or otherwise illegal items. Vendors are not allowed to sell any alcoholic beverage. Only VTRCC is permitted to sell alcoholic beverages in the designated Beer Garden area.

11. Sound Amplification Devices

The use of all sound amplification devices such as, but not limited to speakers, microphones, or karaoke type machines is strictly prohibited.

12. Booth Breakdown

Oktoberfest 2011 ends at 7:00 p.m. Vehicle and other access to Church Street and all blocked off streets for breakdown and clean-up will be determined by the Town of Vienna and will begin at approximately 7:15 p.m. and must be completed no later than 9:00 p.m. If you choose to rent a booth set-up from VTRCC, breakdown of tent, table and chairs will be completed for you.



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13. Utilities and Use of Generators

Electricity will not be available at this event.

Water for food Vendors is expected to be available from a fire hydrant and/or hose adjacent to the food Vendor area and will be controlled by the Town of Vienna. Persons other than food Vendors may be restricted from use at the discretion of the festival committee. Anyone using the hydrant and/or hose should be careful to turn it off after each use.

Anyone wishing to use a generator must obtain advance approval from the VTRCC Oktoberfest Festival Chairman. No electrical cords may be placed across a public right-of-way. Vendors agree to assume all liabilities for damages caused by use of their generator.

14. Disposal of Trash

All Vendors must properly dispose of all trash in trash receptacles. Booth space must be free and clear of debris and trash after breakdown. A clean-up crew will periodically collect trash from public trash receptacles during the festival.

Food Vendors must dispose of all liquid waste in a proper manner. In no instance shall a food Vendor dispose of any material in a storm drain or in a portable lavatory. Failure to leave your space clean and/or failure to abide by proper disposal rules will result in forfeiture of future Oktoberfest participation.

15. Code Compliance

Each Vendor is required to adhere to all laws and provisions established by the Commonwealth of Virginia, the Town of Vienna, the Fairfax County Health Department and the Fairfax County Fire and Rescue Department – Office of the Fire Marshall.

Vendor shall also adhere to all other federal, state and local laws, rules and regulations applicable to its business and the Oktoberfest 2011 event.

16. Menu Selections

There are no restrictions on the type of food you may sell during this event. However, coordination with VTRCC is required in order to avoid excess duplication. Your Food Vendor Booth Description Form must list your menu items and you may only sell those items which were pre-approved by VTRCC. The sales price must be inclusive of Virginia and Town of Vienna sales tax. Vendor must supply and display menu and price boards.



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17. Fire Code Compliance

VTRCC will have a festival permit that covers the event – you do not have to buy a \$125 permit. All Vendors provide their own grill and/or cooking items for use during this event. Any food Vendor **utilizing a grill must have a fully charged, Fairfax County approved, fire extinguisher** available within the designated booth. **All grills must be placed outside the tent and between or behind booths in a position that will not interfere with any other booths.** Vendors must adhere to all laws and provisions mandated by the Fairfax County Fire and Rescue Department, Office of the Fire Marshall. **Permits are required for the use of propane.**

Fire & Rescue
Office of the Fire Marshal Laws, Codes and Standards
10700 Page Avenue
Fairfax, Virginia 22030
Telephone: **703-246-4800**
Fax: 703-691-0209

18. Health Department Compliance

Food Vendors must apply for, and have in hand the day of the event, a permit to operate a temporary food establishment. In no case may a Vendor sell food without having such a permit. Application and fee table for a permit for a temporary food establishment can be found at the Fairfax County Department of Health website at www.fairfaxcounty.gov/hd/hdapplications.htm . Vendors must comply with all county health department rules and regulations and may be closed for failure to comply.

A copy of the permit must be submitted with your completed application and fee to VTRCC. In cases where permits have been applied for, but not received by Tuesday, September 6, 2011, Vendor shall be expected to submit a copy of the permit as soon as possible. All Vendors are required to bring their permit with them the day of the event.

19. Sales Tax Collection

It is the responsibility of each Vendor to comply with all federal, state and local tax ordinances. Vendor represents that it has or will have as of October 1, 2011 all necessary and required licenses, permits, and/or certifications from all applicable government agencies. Vendor has sole responsibility associated with its sales at Oktoberfest.

Vendor understands and agrees to pay mandated local tax to the Town of Vienna of 3% of food and beverage sales. This percentage is subject to change and VTRCC assumes no liability for such changes. More information about the filing of this tax can be found at: http://www.vienna.gov/Town_Regulations/meals_tax_report.pdf



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20. Insurance Requirements

Vendor must assume responsibility for, and agree to indemnify and hold VTRCC, The Town of Vienna and their respective officers, owners, employees and agents harmless from liability or expense, including governmental charges or fines and attorney's fees, in connection with any and all claims, demands and causes of action, created by, arising out of or resulting from (i) Vendor installation, removal and maintenance of space and supplies; (ii) any goods, products, samples or souvenirs; (iii) Vendor activities at the Oktoberfest 2011 and occupancy or use of the festival grounds or any part thereof.

By executing the Food Booth Vendor Agreement and this document, Vendor warrants that it has and shall maintain in full force and effect through October 1, 2011 comprehensive general liability insurance, with coverage including personal injury, broad form property damage, contractual liability, operations hazard, and products liability, in limits of not less than \$1,000,000 which insurance specifically covers all Vendor activities on or off site of the festival grounds and related to Oktoberfest 2011.

Vendor shall deliver two (2) separate certificates of insurance to VTRCC; one naming VTRCC and one naming the Town of Vienna to complete their application. The certificates of insurance are due no later than Tuesday, September 6, 2011. If vendor is not able to deliver the certificates of insurance before September 30, vendor shall not be able to participate in Oktoberfest 2011.

21. Security

Security will be present during the operating hours of the Oktoberfest 2011 event. However, VTRCC and the Town of Vienna are NOT responsible for items lost, stolen or damaged.



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FOOD VENDOR AGREEMENT

Vendor hereby acknowledges it has read, fully understands and agrees to abide by all rules and regulations for the VTRCC Oktoberfest 2011 Festival.

Signature of Authorized Agent for Vendor

Printed Name & Title

Vendor's Company Name & dba Name (if appropriate)

Date

Phone _____ Email _____

DEADLINE TO RETURN FORMS AND PAYMENT IS Tuesday, September 6, 2011.

PLEASE RETURN ALL FORMS AND PAYMENT TO:

VTRCC
513 Maple Avenue West
Vienna, VA 22180
Phone: 703-281-1333
Fax: 703-242-1482
Or email to cvanveen@vtrcc.org