

**CITY OF ALEXANDRIA RECREATION, PARKS & CULTURAL ACTIVITIES
ETHNIC FESTIVAL FOOD/BEVERAGE VENDORS GUIDE 2008**

Please read the following information clearly. After you have done so, please complete the enclosed registration/understanding form that attests to your willingness to abide by the procedures and regulations set forth in this Guide.

2008 ETHNIC FESTIVAL SCHEDULE

Armenian Festival	June 7	Market Square	12:00pm - 6:00 pm
Arlandria/Chirilagua Festival	June 8	Mt. Vernon Ave.	12:00pm - 7:00 pm
African Heritage and Cultural Festival	July 26	Market Square	1:00 pm – 7:00 pm
Irish Festival	August 2	Waterfront Park	12:00pm - 7:00 pm
Cambodian Community Day	August 24	Ben Brenman Park	12:00pm - 6:00 pm
Scottish Heritage Fair	October 5	Ft. Ward Park	10:00am - 5:00 pm

HOURS

Food vendors are asked not to arrive earlier than three hours before the official opening hour of an event. Food vendors at the festivals held at Market Square will not be permitted onto the Square **until 11:00 a.m.** VENDORS ARE EXPECTED TO BE READY TO SERVE THE PUBLIC ONE HALF HOUR PRIOR TO THE OPENING HOUR OF A FESTIVAL. Food vendors will not be permitted to set-up after the scheduled opening hour. They are expected to begin disassembling promptly at the closing hour to permit maintenance personnel to begin cleaning as soon as possible after the close of the festival. The provisions for hours are subject to change in the event of inclement or threatening weather.

LOCATIONS

The locations of ethnic festivals are as follows:

Ben Brenman Park, 5000 Duke Street, Alexandria, VA (Formerly Cameron Station)

Market Square, 301 King Street, Alexandria, Virginia.

Located immediately south of the Alexandria City Hall in the 300 block of King Street (Virginia Route 7).

Waterfront Park, 1 Prince Street, Strand Street.

On the waterfront between Prince and King Streets), in Old Town Alexandria.

Fort Ward Park, 4301 West Braddock Road, Alexandria, Virginia.

Take the King Street (Route 7) east exit. First right onto Menokin Dr, then an immediate right onto Van Dorn Street. Turn left at first light onto Braddock Road. Park entrance on left at top of hill.

Mt. Vernon Avenue, 3800 block.

FEE

The Recreation Department collects a fee of **\$125.00** per site for each food vendor who participates at an ethnic festival, including co-sponsoring organizations if they sell items at the Festival. The registration fee must be in a check or money order form made payable to the **A City of Alexandria@**. This fee is due no later than two weeks prior to the scheduled date of a festival. Other fees are determined and collected by the co-sponsor. **NOTE:** Co-sponsoring organizations may process the payment of food vendor fees through the organization. In this case, the organization pays the City of Alexandria for vendors participating in the festival. Refer to the cover letter sent with this guide for this information. In addition, there is a \$40.00 fee

due to the Health Department that went into effect on July 1, 2002. Please see attached notice "NOTICE NEW PERMIT FEE" for information and instructions. DO NOT SEND THIS FEE TO THE SPECIAL EVENTS OFFICE. In addition to obtaining a food permit from the Health Department for temporary or outdoor cooking, Fire Prevention Code Permits (FPP) for open flames must be obtained from the Code Enforcement Bureau prior to each event/location.

REFUND OF REGISTRATION FEE

An exhibitor will receive a refund only if cancellation notice of participation is received at the Department of Recreation, Parks & Cultural Activities by 12:00 noon the Monday prior to the festival. Refund checks are processed at City Hall and take about four to six weeks to be received by mail. In the event of inclement weather, some festivals will be postponed to the next day. All provisions will remain the same and exhibitors who do not take part in a postponed festival shall not have their registration fee refunded.

REQUIREMENTS/RESTRICTIONS

1. Food vendors are expected to provide canopy coverage, all equipment, materials, stands, tables and other items relating to the individual concession. The Department of Health specifically requires a minimum of one 10-pound fire extinguisher per cooking site for grills or any electrically heated cooking unit using grease.
2. Food vendors are to bring their own trash receptacles and to make their own arrangements regarding safe and sanitary disposal of grease, coals, unused food, etc. Trash liners are the responsibility of the individual food vendor.
3. Vendors must provide their own source of electricity and use heavy duty outdoor extension cords. These cords must be secured to prevent anyone from tripping over them. Individual vendors are responsible for supplying electrical adaptors.
4. Water will be made available at all sites to vendors. At park sites, the water source will be from a water buffalo (large water tank) or fire hydrant tap.
5. Food vendors must provide barricades around cooking areas outside their canopy area. No cooking is permitted under a canopy.
6. Materials with any political connotations shall not be displayed nor distributed at any festival or event. The use of such materials in any form shall be construed as a violation of the agreement for the person or persons to operate a food and/or beverage concession at the event or festival and sufficient grounds for requiring the vendor to remove the concession in its entirety.
7. See Health Department Requirements for Temporary Food-Handling.

HEALTH DEPARTMENT APPROVAL

As per the Alexandria City code, the Health Department must approve each individual food and/or beverage vendor. Forms for the Health Department must accompany the Recreation Department registration/understanding form. Final acceptance is contingent upon the approval of the Health Department.

SALES TAX

All food and/or beverage vendors are required to pay a tax of all sales made at the festival - 4.5% or 4% to the Commonwealth of Virginia and 3% to the City of Alexandria. Direct tax questions to **Virginia Department of Taxation, Northern Virginia Office, 703-359-6715, 11166 Main Street, Suite 300,**

Fairfax, VA, 22030. Vendors who already have a state sales tax number and report sales regularly to the Department of Taxation should file their reports in the usual way. The information on the City tax may be obtained by calling **Tax Enforcement, City of Alexandria, 703-838-5069, 301 King Street, Alexandria, VA 22314.**

SITE LOCATION AND ASSIGNMENT

Exhibitors will be assigned a site location the day of the festival by the Ethnic Festival co-sponsor.

TELEPHONE

There is no means by which the festival staff can receive telephone calls for exhibitors at the festival. Public telephones are located as follows: Market Square across the street in Tavern Square and Fort Ward Park at the rest rooms located adjacent to the parking lot behind museum building.

MONEY FOR CHANGE

Exhibitors are expected to provide for their own currency and coin needs in making change. The festival staff will not be able to make change for them.

RAIN DATE

There may be a rain date of the next day for some festivals scheduled on a Saturday. Exhibitors who fail to take part in a festival which has been postponed will **not** be refunded their registration fees.

ADDITIONAL INFORMATION

Please note that the Department of Recreation, Parks and Cultural Activities reserves the right to make decisions on anything not covered in this guide and these decisions are binding. Additional information relating to the procedures, restrictions and regulations cited in this Guide or clarification is available by calling 703-838-4844 during customary office hours or writing: RPCA/Special Events, 1108 Jefferson Street, Alexandria, VA 22314.

ALEXANDRIA RECREATION, PARKS AND CULTURAL ACTIVITIES
1108 Jefferson Street, Alexandria, VA 22314 / 703-838-4844

2008 FOOD/BEVERAGE CONCESSION REGISTRATION/UNDERSTANDING FORM

FESTIVAL: _____ DATE: _____

CONCESSION: _____

OWNER/CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAY PHONE: (_____) _____ WORK PHONE: (_____) _____

E-MAIL ADDRESS: _____

PLEASE LIST ANY REQUIREMENTS OR NEEDS OF YOUR FOOD CONCESSION. HOWEVER, THIS IN NO WAY
COMMITTS THE RECREATION DEPARTMENT TO MEETING THESE NEEDS:

DO YOU PERMIT THE SPECIAL EVENTS STAFF TO RELEASE YOUR NAME, ADDRESS, AND/OR PHONE
NUMBER TO ANYONE WHO INQUIRES? _____ YES _____ NO

This is to certify that I have read and understand the material set forth in the Food/Beverage Vendors Guide for 2008 and
that I agree to abide by all procedures, provisions and regulations contained in this guide.

Signature: _____ Date: _____

Make \$125 Check Payable to and return to: _____

For Office Use Only: check number: _____ amount: \$ _____ date: _____

Q:\EVENTS\Ethnic Festivals understanding form