

Central Virginia Food Truck Rodeo
Sunday, August 28, 2016
Chesterfield Towne Center
12:00 noon-6:00 pm
Food Truck Vendor Application

Return Application, with a check for \$300 per registered food truck*, made payable to "VMRCE" to:

Central Virginia Food Truck Rodeo

c/o Laurin Willis
13650 Stonegate Road
Midlothian, VA 23113
(804) 931 6894

*Note: Please complete an application for each truck you register for the event.

Sponsor: The Virginia Museum of Radio & Concert Entertainment

Place: Chesterfield Towne Center, 11500 Midlothian Turnpike, North Chesterfield, VA 23235

Participants: 35-40 Richmond area Food Trucks, 26 Central Virginia Craft Beers

This is a Rain-Or-Shine Event! (No Refunds)

Contacts

Promoter: Laurin Willis, SLAP Productions, LLC, laurin_willis_wmd@msn.com, (804) 931 – 6894

VMRCE: Bobby Wilcox, (703) 232 0667

Chesterfield Health: Ashley Jimison, (804) 748 - 1610

Food Truck Vendor Application Deadline: Friday, August 19, 2016 (NO EXCEPTIONS). ONLY COMPLETE FOOD TRUCK APPLICATION WILL BE ACCEPTED. INCOMPLETE APPLICATIONS WILL BE RETURNED UNTIL PROPERLY COMPLETE.

Properly completed applications will allow the Central Virginia Food Truck Rodeo and the Chesterfield County Health Department to work together more efficiently the morning of the Rodeo.

COMPLETE APPLICATIONS WILL CONTAIN THE FOLLOWING:

- 1) Completed/Signed Truck Information & Contact Information (below)
- 2) Completed "Application for Temporary Restaurant Permit" (this will help speed up the inspection process the morning of the event, thank you for your understanding)
- 3) A copy of the food truck's **VALID** Mobile Unit Permit (please have valid permit before you submit your application)
- 4) A copy of the menu you plan to sell
- 5) A copy of your liability insurance listing VMRCE & SLAP Productions as additional insureds. Address to be used for both: 13650 Stonegate Road, Midlothian, VA 23113
- 6) A check for \$300 for each food truck you register (please complete one application per truck registered).

Food Truck Name _____

Vehicle VIN# _____

Name of Contact _____

Mailing Address _____

Home Phone _____ **Business Phone** _____

Cell Phone _____ **Fax Number** _____

Email _____ **Web Site** _____

EACH VENDOR SPACE WILL BE APPROXIMATELY 30' x 20' (approximately 3 parking spaces within the Chesterfield Towne Center parking/event area).

FEE: \$300 per truck (made payable to "VMRCE")

NUMBER OF TRUCKS REGISTERED: _____ **FEE AMOUNT ENCLOSED: \$** _____

Entry/Setup Requirements

- ✓ All vendors must supply their own tents/awnings, chairs, floor covering, water containers, generators, etc. and approved *Fire Extinguishers*.
- ✓ CHESTERFIELD HEALTH - if a food truck vendor already has a mobile unit permit, they do not need to Re-apply for a new permit. YOU MUST INCLUDE A COPY OF YOUR MOBILE UNIT PERMIT WITH YOUR COMPLETED CVFTR APPLICATION & CHECK. If a food truck vendor does not already have a mobile unit permit, they will need to apply for this permit and have their unit inspected by Chesterfield before the event. Should you have any questions, please contact Ashley Jimison with the Chesterfield Health Department at (804) 748 – 1610. Completed applications must be received by Laurin by August 19, 2016.
- ✓ Health Department inspections will start at 9:00 a.m. Sunday, August 28, 2016. Please arrive prior to 9:00 am so that you can be ready for inspection.
- ✓ Festival organizers will assign spaces starting at 6:30pm on August 27 and then again starting at 7:00 am the morning of the event. Note: this event is open to area food truck operators only, no fair style vendors will be accepted.
- ✓ Food trucks and other vendors may load-in beginning at 7:00am on Sunday, August 28, 2016. Support vehicles must be unloaded and moved to parking area no later than to 11:30a.m.
- ✓ Vendor site must be clean during/after event; trash pickup provided during/after event.
- ✓ Electrical connections will not be available. Vendors are responsible for providing their own generators for electrical needs.

Additional Requirements

- ✓ Application deadline: Friday, August 19, 2016 (NO EXCEPTIONS) with check payable to "VMRCE"
- ✓ Copies of Liability Insurance, Mobile Unit Permit (or that Mobile Unit Permit application is submitted), Menu, Price List, and photo of food truck (or url link to picture) as it will appear at the Central Virginia Food Truck Rodeo must be submitted with application and check.
- ✓ NOTICE: The festival will limit the number of food trucks within each restaurant category at the 2016 event and will give preference to trucks that have participated in both events. We will be reviewing menus

and pictures of food trucks to ensure variety and quality. Your check will be returned if your application is denied as the Committee has the right to accept or reject any application.

Food Vendor accepts full responsibility of obtaining all health permits and acknowledges all liability for food and beverages served, and certifies they are operating separately from the VMRCE.

Vendor also accepts responsibility for cleaning its area and agrees to leave festival site free of trash of any kind. The VMRCE/Central Virginia Food Truck Rodeo reserves the right to charge additional clean-up fees if necessary.

The Central Virginia Food Truck Rodeo strives to be a “green” event and requests that all food vendors make an effort to use recyclable materials.

Vendor’s Signature

Vendor’s Typed or Printed Name

Date

FINE POINTS

1. The entire area for your food truck will be approximately 30' wide x 20' deep. Absolutely everything you require must be within this designated area (walkways must remain unobstructed at all times). Anything that does not fit within your designated area must be removed from the facility, no questions asked.
If you feel the 30' wide x 20' deep area provided in the free area will not be sufficient for your needs, you may upgrade to any of the larger service area for a fee. Regardless of the area size you choose, absolutely everything you require must be within your designated area (walkways must remain unobstructed at all times). Anything that does not fit within your designated area must be removed from the facility, no questions asked.
2. Payment shall be as follows:
 - a. 100% of the amount is due upon signing of Agreement. Check made payable to "VMRCE" must be included with your signed agreement. Mailing information provided above.
 - b. Signed agreement must be returned and all Fees must be paid in full by Friday, August 19, 2016 or forfeit the space.
 - c. Personal and Company checks will be accepted prior to Friday, August 19 2016. Checks are to be made payable to "VMRCE". There will be a \$35 fee charged for any "Returned" checks.

After August 19, 2016, all applications will be turned into Chesterfield County health and no further applications will be accepted. Prepaid fees will not be refunded. Sending in a completed contract does not guarantee acceptance of contract. Only after fees are deposited and signed copy is returned to you is the contract accepted by VMRCE. If a contract is not accepted, all fees will be returned with the contract.

3. Insurance Requirements
Current commercial general liability insurance policy, having a combined single limit of at least one Million Dollars (\$1,000,000) per occurrence, naming as additional insured VMRCE, & SLAP Productions, LLC. Certificates of Insurance must be submitted by August 19, 2016, with the Agreement
4. Vendor shall obtain all agreements, licenses and permits necessary to conduct a food vending operation selling to the public, including but not limited to business license and health department permits. Vendor shall remain in complete compliance with all applicable federal, state, and local law, ordinances and regulations governing the rights, obligations, and performance of a food vendor under this Agreement.
5. All Vendors must have an approved Food Vendor Agreement and Application signed by VMRCE.
6. Electricity is the responsibility of the Vendor.
7. Vendor shall be responsible for all necessary structure(s), electricity, tables, linens, chairs, cooking equipment, propane, paper products, etc. needed to conduct their vending booth(s) during the Event. Structures must meet current building, fire, electrical, sanitation, county, state, federal and health codes. Specifications must be met when erecting a structure.
8. VMRCE reserves the right to cancel any Agreement upon receipt of notice for violation of Agreement terms or rules.
9. Business must be confined to the specific area rented for the comfort and safety of all patrons and vendors.
10. The use of public address systems, recorders, bells, etc. or any other electronic device for attracting attention is prohibited.
11. Vendor MUST submit a priced menu of all items to be served at "Central Virginia Food Truck Rodeo" to VMRCE for approval by Friday, August 19 2016. Vendor may serve any and all types of food at competitive prices.
12. All items sold must be properly and plainly marked with the price of said item.
13. You shall post in a conspicuous manner at the front or entrance to your place of business a professional or mechanically printed or painted sign, showing prices of items and services performed under the terms of your Agreement.
14. VMRCE reserves the right to approve all exhibit materials and remove those that may be considered objectionable. VMRCE will not condone the selling of racial materials of any kind. Those not complying with this rule could face expulsion from the grounds with no reimbursement of expenses or space rental.

15. Absolutely no beverages/drinks of any kind are to be sold in glass bottles.
16. Vendor is responsible for maintaining their booth and areas around the booth in conformity with all applicable sanitary and health laws, and shall keep the booth and the surrounding area neat, clean and freed of accumulated refuse and debris. Centralized trash containers will be available for Vendor trash. The Vendor shall leave the area in the same condition as when they arrived. . You must not throw any refuse or empty any water or other fluids on the ground. Garbage containers, used by the public, will be emptied by Event personnel on a regular basis. If these requirements are not met, a clean-up in the amount of \$500 will be charged and payable upon demand.
17. Personnel must be clean and neatly attired.
18. In case of emergency, all Vendors are subject to any adjustment of rules put in force by Event management.
19. Parking within the midway area is prohibited. Stock vehicles MAY ONLY be parked in the support vehicle lot. Each vendor will be allowed one (1) support vehicle parking spot. Violators will be towed at owner's expense. No motor vehicle movement will occur until the Event has ended as determined by VMRCE. This rule is strictly enforced.
20. Damage or Loss: The concessionaire assumes all risks of damage or loss, either to person or property, for all and every cause whatsoever, including fire, the elements, violation of the law, negligence either on the part of the VMRCE, SLAP Productions, LLC, its officers, servants, agents or employees, or other person or persons; and it is further expressly understood and agreed between the exhibitor and management, that the said VMRCE incurs no liability or obligation to the exhibitor, other than to permit the concessionaire to use the grounds.
21. Vendors are required to fill out and return the Temporary Health Permit Application to the Chesterfield County Health Department.
22. Your Contract will be void if you do not have a Temporary Food Sale Permit. If you do not have a Temporary Food Sale Permit you will be asked to leave the Event site and no refund will be provided. A copy of the application for Temporary Food Sale Permit is provided above. If you have any questions, please contact the Chesterfield County Health Department.
23. Vendor is responsible for their own ice in approved, sanitary containers. There is a 7/11 nearby
24. Vendor is responsible for all applicable city, county, local, state, federal, or other taxes as required by law.
25. Your submission of the signed Food Vendor Agreement in proper form shall be an offer to enter into an Agreement with VMRCE/Flavor Beer, Wine & Food Fest. We reserve the right to reject any applications and offers. Upon acceptance of the Agreement by VMRCE, evidence by execution and return of the Agreement with modifications, if applicable, by an authorized representative of VMRCE, the Agreement will become a binding Contract. VMRCE will return one fully executed copy of this Agreement to you upon acceptance.
26. You may receive a full refund without penalty, if written notice is received any time prior to Agreement acceptance by VMRCE You will not receive a refund if you withdraw after acceptance, unless modifications made to your initial proposal cannot be mutually agreed upon.
27. Force Majeure - Neither party shall be liable to the other for any delay nor failure of performance due to government action, court order, civil disturbance, inclement weather, acts of God, or other cause beyond the reasonable control of the party whose performance is delayed or prevented.
28. Limitation of Liability - Except as otherwise specified in this Agreement, neither party shall be liable for the other party for the consequential damages, including loss of profit or revenue, for any breach of this Agreement.
29. Default - Upon a material default by one party, the other party may, at any time before such default has been cured terminate this Agreement by written notice to the breaching party.
30. You are required to check in with the VMRCE prior to setting up. VMRCE will assign space at their discretion. Have your Agreement with you.

IN ORDER TO AVOID DAY-OF CONFUSION AND TO AVOID DAY-OF ISSUES WITH CHESTERFIELD COUNTY - THE PROMOTER ASKS YOU TO PLEASE READ AND FOLLOW THESE DIRECTIONS CAREFULLY!

1. All participating vendors are required to submit with their application a temporary event application (with attached menu info) and a copy of a current mobile unit health permit, even if they are already permitted (only permitted units can participate). Having these documents in advance allows the County to determine if they have questions regarding the foods being served. The temporary event permit allows the County to reach out to other health inspectors regarding certain mobile units. If these questions are answered in advance, the smoother the inspections day-of will be. **YOU DO NOT HAVE TO CONTACT CHESTERFIELD COUNTY.** We will submit all paperwork submitted with your properly completed application to the county on your behalf.
2. **MANDATORY! UNITS MUST BE CLEAN UPON ARRIVAL AT CVFTR!** There were a handful that were downright nasty when the County went in to inspect them at the September 2014 event. Any unit not fully clean upon arrival will not be approved and no fees will be refunded.
3. Units **MUST** have **WORKING** hot and cold water tanks so they can wash hands and wash dishes in the 3-vat sink. This will not be allowed to slide. You must have working hot & cold water tanks.
4. The promoter requires that all paperwork must be received by the health department **NO LATER THAN COB** Friday, August 19. If your paperwork is not received by Laurin Willis prior to Friday, August 19, you will be unable to participate in the CVFTR and your application fee will not be refunded. Once again, please follow this requirement so that day-of-event runs as smoothly as possible.
5. No units can be substituted at the last minute. Only the units that appear on your temporary event application (VIN #) will be approved by the county the morning of the event.
6. The promoter requires that you please include the VIN number for each unit on your temporary event application. Once again, this will speed-up the day-of inspections and allow for a smooth day for all.
7. In order for all inspections to be completed for 12:00 noon doors, inspections will begin at 9:00am. Please be prepared for inspections to begin at that time.

It is your responsibility to be knowledgeable of the rules and regulations for Chesterfield County and the rules and regulations which are a part of your space rental Agreement.

Should you have any questions or comments, do not hesitate to ask any of the contacts listed above.



**VIRGINIA DEPARTMENT OF HEALTH
APPLICATION FOR TEMPORARY RESTAURANT PERMIT
(PLEASE PRINT OR TYPE)**

TODAY'S DATE: _____

NAME OF ORGANIZATION/INDIVIDUAL: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: (W) _____ (H) _____ (C) _____

ORGANIZATION REPRESENTATIVE NAME: _____

EVENT NAME: _____

LOCATION OF EVENT: _____

DATE(S) OF OPERATION: _____ TO _____ TIME(S): _____ TO _____

TYPE OF FOOD FACILITY: _____
(Beverage Wagon, Booth, Kitchen, Tent, etc.)

Please provide the following information. Failure to provide the necessary information regarding your operation may delay the processing of your application.

Water Service: _____ Sewage Disposal: _____

Solid Waste Disposal: _____ Liquid Waste Disposal: _____

LIST ALL FOOD AND BEVERAGE ITEMS BELOW

FOOD & BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARTION AND SERVING, EQUIPMENT USED
Example: Hot Dogs	Supermarket	Joe's Restaurant or on site	Boiled in large pot on gas grill using tongs

FOOD & BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARTION AND SERVING, EQUIPMENT USED

HANDWASH METHODS	CONDIMENTS, HOW SERVED	LIST ALL UTENSILS	UTENSIL CLEANING METHOD & SANITIZER TYPE	TYPE OF REFRIGERATION	LIST ALL COOKING EQUIPMENT
EXAMPLE: Soap, water, towels	Prepackaged mustard, ketchup, etc.	Ice scoop, tongs, knife	Bleach & water sanitizer	Reach-in refrigerator, cooler with ice	Electric grill, steam table, hot plate

Please call the Health Department prior to the event to verify the status of your application. Please notify the Health Department of any changes in your application (i.e., additional menu items, etc.).

CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in non-issuance of a permit or permit suspension, as per Title 35.1-18 Code of Virginia, and 12 VAC 5-421-3660 et.seq. Virginia Food Regulations.

Operator Signature

Date