

2018 LightUP Fest Food Vendor Application Guide

2018 LightUP Fest

11/08/18 – 01/02/19

5:30 p.m. to 10:30 p.m.

Address: 44600 Freetown Blvd, Ashburn, VA 20147

FESTIVAL OVERVIEW

The "LightUP Fest" is an international lantern festival that combines traditional Chinese lanterns with modern lighting technology. As the largest light show held in North America to date, this Festival is not only a mix of old and new but also a mix of Chinese and America's culture. With 77 stunning displays split into blocks, the Lights of the World promises a magical night for everyone that visits. In the past two years festival that was held in Phoenix, Arizona, there were 2,000~3,000 daily visitors attended the event. Food truck vendors have made the very successful sales.

Festival Website: <http://www.thelightupfest.com>

WHEN & HOW TO APPLY:

FOOD TRUCK VENDORS:

WHEN: Applications must be received by **October 15, 2018**.

HOW: Submit the completed application form with items listed below.

Incomplete applications will not be considered.

- Menu with Prices that you will serve at the Festival
- Space requirements/ Truck measurements (include all equipment both inside and outside of your truck)
- Description of product
- Truck Photo completely set up with all equipment in place
- Email application information to info@thelightupfest.com

You can also mail the application and check to the following address:

AM CAPITAL STAR LLC

Attn: Food Vendor Selection Committee

8253A Backlick Rd Unit 425

Newington, Virginia 22122

Note: Applications will not be processed until the fee has been received.

ACCEPTANCE:

- A jury will review all applicants based on booth presentation, prior participation, and menu
- Vendors will be notified via email or phone of their status
- All fees are due after you have received acceptance notification
- Acceptance Notification on or before October 15, 2018

Note: All communication coming from EVENT will be electronic; a valid email address is required.

PAYMENTS & FEES

- \$35 Application Fee for is required at the time application. Please make the payment on the paypal link on our vendoring site.
- \$40.00 Loudoun County Temporary Food Establishment Application and Information Packet (please fill enclosed form and submit directly to the County. Make a copy to the Festival).
- Vendors are required to pay their own State of Virginia sales taxes.
- Accepted Food/Snack Vendors pay the following **nonrefundable flat fee** to participate in the festival.

Commit Participation Days	Fee/Day	Total Due
Weekend & Holiday	\$400.00	days x \$400.00
1	\$300.00	\$300.00
2	\$275.00	\$550.00
7	\$180.00	\$1260.00
30	\$150.00	\$4500.00
60	\$100.00	\$6000.00

- A \$25 fee will be assessed for any checks with insufficient funds or returned
- A \$100 fee may be assessed for late payments
- Failure to submit payments on time may forfeit your space in this festival and future festivals
- Any outstanding fees must be paid before future applications can be considered

RULES AND REGULATIONS FOR ALL FOOD & SNACK VENDORS ON-SITE

- All Food/Snack Vendors **MUST** accept at least 1 major credit card in addition to cash from customers at EVENT. This includes Master Card, Visa or American Express.
- All vendors with flames must have **CURRENT** 2A10BC minimum rating fire extinguishers with current service tags
- In the Food Truck Alley, all vendors deep fat frying must have **CURRENT** K-Type fire extinguishers with current service tags. All other food vendors must have current 2A10BC minimum-rating fire extinguishers
- All vendors with propane tanks are required to bring all necessary equipment to properly secure them. Parking meters, street signs and trees are not usually available to secure propane tanks
- No more than three (3) Snack Vendors in each category (such as kettle corn, Italian ice, and chocolate dipped foods) will be selected to participate in the festival
- No more than 2 booths per Food/Snack Vendor in each category will be allowed to participate in the festival
- Food Trucks/Trailers are accepted for Festival designed Food Truck Alley.

WASTE:

- No grease or gray water disposal is available.
- No water provided by EVENT

- Food/Snack Vendors are responsible for removing debris and ensuring the general cleanliness of the area
- Cardboard recycling is required and dumpsters will be provided
- NO STYROFOAM FOOD CONTAINERS including cups, plates, etc. will be allowed

HEALTH PERMIT:

- All Food/Snack Vendors must apply and be approved for a Temporary Food Service Establishment Permit through the Loudoun County Health Department:

Loudoun County Environmental Health Services Department

The Health Department's mailing address is:

PO Box 7000, MSC68

Leesburg, VA 20177-7000

For more information, contact the Environmental Division of the Loudoun County Health Department by calling 703-777-0234.

- Temporary Food Service Establishment Permit must be obtained by Vendor prior to set-up at EVENT.

CERTIFICATE OF INSURANCE:

- Provide a certificate of liability insurance for \$1,000,000 naming as Additional Insured: (in the Description box it should read) AM CAPITAL STAR LLC., LightUP Fest and its agents, One Loudoun, Loudoun County, and all event sponsors, agents, employees and volunteers (include date of festival). **ADD TO THE DESCRIPTION BOX THE DATES OF EVENT.**

CHECK-IN/SET-UP:

- Food/Snack Vendors are required to check-in at festival Registration location prior to setting up. Festival Registration information will be provided no later than the October 2nd prior to the festival.
- Photo ID is required at time of check-in
- Booths must be set-up by 4:30 p.m., open by 5:00 p.m. and remain open until 10:30 p.m. all time at scheduled vendor date and time.
- Food/Snack Vendors must claim their assigned booth space no later than 4:00 p.m. on the scheduled vendor date or it will be forfeited.
- Food/Snack Vendors must be present and open for business during ALL festival hours. If sales continue past close of festival, Vendor is allowed to stay open and continue to sell.

ELECTRICITY:

- EVENT will provide basic electricity.
- Food/Snack Vendors will pay for additional electricity if needed, and will tape all electrical cords down and maintain their secure taping during the festival.
- Food/Snack Vendors will supply electrical cords with covers if stretched across a walkway

MENU:

- Food/Snack Vendors are allowed to sell only menu items that were submitted during EVENT application process and approved during the selection process. Additional menu items not approved during the selection process need prior written approval from EVENT before they are eligible for sale.

- Prices of menu items are approved during the selection process. Changes to menu pricing are not allowed without prior written approval by the Selection Committee
- Vendor selection is based upon the Festival merchant participation, booth locations, and types of food, Ice Cream, Hamburgers, Pizza, Traditional Tacos, Gyros.

SPACE:

- Food/Snack Vendors will abide by EVENT staff requirements regarding location(s). EVENT reserves the right to change a vendor location at any time.
- Food/Snack Vendors will provide all required equipment for operations and sales.

ON- SITE SAFETY & SECURITY

- Applicants shall sell and serve food at their own risk.
- Applicants must obey all pertinent safety codes and laws, including, but not limited to, fire, safety and parking regulations
- EVENT reserves the right to shut down any vendors not meeting cleanliness and food storage safety codes and laws
- Canopy tents must be fire retardant; open flames must be located a minimum of 10' away from all canopy materials
- All canopies, tents and other temporary structures must be weighted before you are permitted to open, with the equivalent of 40- pounds per pole minimum. Booths may not open until properly weighted.

WEATHER:

- The Festival will be closed raining days.** Applicants agree accept reassigned dates.

PHOTOGRAPHY & PROMOTION:

- Event participants agree to allow use of video and photography taken by Festival organizers at the event for promotional purposes.
- Any photos taken by the event are the property of the Festival.

BEVERAGE RULES

- Food/Snack Vendors **MAY ONLY SELL** soda drinks or beverage. **VENDORS MAY NOT SELL** any bottle water.
- All beverages sold at EVENT must be sold for the EVENT price. Beverage pricing will be available in your Festival packet. Selling any other type of beverage is not permitted and violates Festival policy. If you sell another type of beverage without written consent of the event, you may be fined and excused from event without refund of fees.

FOOD AND SNACK VENDORS ARE INDEPENDENT CONTRACTORS

Vendors execute this Agreement as independent contractors and shall at all times have complete supervision, direction, and control over the services to fulfill requirements. Vendors execute this agreement as independent contractors, not as an employee of EVENT. Vendors will assume responsibility for appropriate payment of payroll taxes and charges under applicable federal and local law. Vendors agree to take complete responsibility for paying the appropriate federal and state taxes as independent contractors.

LOCAL CODES, LICENSING & TAXES

- Applicants will obey all pertinent codes, laws, ordinances and regulations.
- Each applicant is issued a Loudoun County Temporary Food Establishment, and is required to exhibit the sign in the front, upper right corner of their booth display, visible to patrons. This sign must be displayed at all times.
- Installation and operation of any exhibits not meeting event approval are prohibited.
- State of Virginia sales taxes must be paid separately by the Applicant. A State of Virginia Sales Tax permit application will be included in your registration packet for your convenience.

LIABILITY DISCLAIMER

- Applicants must comply with all Festival, County and State rules, regulations and policies listed in this application, or policies included in the applicant acceptance notification. Any noncompliance will cause elimination and applicant may be immediately removed from the Festival with no refund of fees or compensation for expenditures. Applicants also may be barred from acceptance to future events.
- AM CAPITAL STAR LLC., in their sole discretion, may reserve the right to refuse participation by any applicant, entertainer, food vendor or any other such participant for any reason.
- LightUP Fest is not liable for refunds or any other liabilities whatsoever for applicant's failure to obey the rules and regulations or due to the unstable condition of the area in which the Festival is produced, caused by, but not limited to, weather, fire or other calamity, any act of nature, public enemy, strikes, statutes, ordinances of any legal authority or any other cause beyond Festival Organizer's control.
- By fulfilling application and engaging in participation, all applicants release and hold harmless to AM CAPITAL STAR LLC., LightUP Fest, One Loudoun, Loudoun County, the State of Virginia, and all event sponsors from any and all liability, as outlined in the rules and regulations.
- Applicants will initiate any legal proceedings arising from violations of these terms and conditions in Loudoun County, Virginia.
- Applications and/or acceptance notifications are not contracts.

NOTE: LightUP Fest Food Vendor/Snack Vendor Application/Agreement does not guarantee acceptance into the festival and that any agreements will be formalized after applications have been selected. By signing the application/agreement the vendor agrees to all the terms and conditions set forth by the Festival Organizer if vendor is selected to participate in the Festival.

Questions? Please call Event Office 240.473.2838 or info@thelightupfest.com