



Burke Centre Conservancy  
**Annual Festival**

6060 Burke Centre Parkway  
Burke, VA 22015-3702

• Phone: (703) 978-2928

• Fax: (703) 978-5160

• [www.burkecentre.com](http://www.burkecentre.com)

June 2018

Dear Food Vendor:

Burke Centre's 41<sup>st</sup> Annual Festival celebration will be held on September 8 & 9, 2018. The Festival Team highly encourages you to submit an application at your earliest convenience should you have an interest in participating in our 2018 event. We are seeking experienced, quality food vendors who offer reasonable prices for their menu items.

The Burke Centre Festival is one of the most recognized events of its kind in the Northern Virginia area. Thousands of guests visit our Burke Centre site during the festival weekend each year, and most all of our food vendors have reported doing very well at this event. One of the main reasons we think our food vendors continue to have great success year after year is because of our efforts to limit the number of participating food vendors, and to minimize or even eliminate competition for the same menu items through our selection and requirements process.

The continuing success of our festival is largely due to the wide variety of vendors, features and activities offered, along with extended guest services such as on-site security, volunteer drawings, free shuttle bus service and portable restrooms with working sinks. Also, participating food vendors are welcome to enjoy the following benefits during the event:

- **Free breakfast and coffee for all exhibitors on both days – a Vendor Favorite!**
- Large, 16' x 16' booth spaces located next to or nearby designated eating areas
- Increased publicity efforts to include web site and social media promotion for accepted exhibitors who provide photos and written background statements electronically
- Food vendors purchasing more than one space may request a specific space or location which will be honored whenever possible, on a first come, first served basis

This event features a huge arts and crafts show, dynamic live performers, visually appealing site with amusement rides, roving characters, pony rides, children's activities, civic displays, school and scout fund-raisers, and, most importantly, a true sense of community.

Please remember that all vendors are expected to operate their booth(s) during both days of the show. The Festival is held outdoors and is a rain or shine event. Due to strict insurance and liability requirements, there is no access available inside Conservancy buildings. **Please take a minute to review the reverse side of this letter for additional details that all food vendors need to know.**

Thank you very much for your interest! We look forward to seeing and working with you in September. Please apply soon to secure your spot and benefit from the early and long-term festival publicity already being generated for the 2018 show. If you have any questions, please do not hesitate to contact us at the Burke Centre Conservancy office, (703) 978-2928, [nancys@burkecentre.org](mailto:nancys@burkecentre.org).

Sincerely,

***The 2018 Festival Team***

## **ADDITIONAL DETAILS BURKE CENTRE FOOD VENDORS NEED TO KNOW:**

- Generators must be rated "NOISE-FREE" for placement in the front, near the artist/crafter area. Vendors using "LOW-NOISE" generators will be considered for placement in the kids' ride area only.
- To ensure that there are no issues during set-up, please be sure to request enough room for your equipment - all vendors have the option of requesting extra footage to ensure they have adequate room.
- Access to two Health Department-approved water sources will be provided by the Burke Centre Festival. Under no circumstances are vendors permitted to make any other arrangements for water (or power) sources, such as nearby homes. NO electricity is provided on site. Vendors found connecting to Conservancy power outlets will be disconnected and asked to leave the premises.
- For public health and safety, the disposal or drainage of oil, grease, etc. on the Festival grounds is strictly prohibited. Vendors may be subject to additional charges for cleaning, and will not be invited back to future festivals for failure to adhere to this policy.
- Vendors may purchase additional space either at the same location to increase the size of the food booth, or at a second, separate booth located elsewhere on the grounds. Each separate booth space request requires an application fee.
- Please check with the Fairfax County Health Department at (703) 246-2444 to ensure all necessary paperwork is accurate and complete when submitting your food vendor application(s) to the Burke Centre Conservancy. Visit <http://www.fairfaxcounty.gov/hd/food/foodpdf/eh24-tempfood.pdf> for more information.
- Every food vendor's space will be inspected by the Fairfax County Fire Marshal and all cooking vendor tents will be checked to ensure that NFPA701 standards are met. All **cooking** vendors are required to secure a permit from the Office of the Fire Marshal for portable LP Gas Cylinders (blank form enclosed) and must demonstrate that the tent material is Flame Resistant and has the appropriate rating tag attached. Propane tanks cannot be placed inside or underneath the tent. They must be placed a minimum of 10 feet away. Please contact the Fire Marshal's office if you have any questions about your gas cylinder or tent: <http://www.fairfaxcounty.gov/fr/prevention/> for more information.
- On Saturday, September 9th only, a Festival Wine Garden and concert will be held on the back lawn under a large tent. If you have any interest in keeping your food booth open during the wine garden hours, 5-10 PM, please contact Nancy Sherman at 703-978-2928 at your earliest convenience. Anticipated attendance is 150-500 people during the entire period of time.
- In the past, vendors were permitted to bring their pet dogs onto the Festival site and to keep them there indefinitely while they are working the event. Unfortunately, the Burke Centre Festival may no longer allow dogs on site at any time during the Festival. Thank you for your cooperation.



# 2018 BURKE CENTRE FESTIVAL SEPTEMBER 8 & 9, 2018 FOOD VENDOR APPLICATION

• 6060 Burke Centre Parkway • Burke, Virginia 22015-3702  
(703) 978-2928 Fax: (703) 978-5160

Please return this form, required documents (i.e., certificate of insurance, health permits, menus, etc.) and application fee to the Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702, Attn: Festival Staff. **Due no later than July 15, 2018.**

BUSINESS/VENDOR NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

Please check the appropriate category box below:

- COMMERCIAL FOOD VENDOR - \$300 per 16' x 16' space** # of spaces requested \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
- BC BUSINESS FOOD VENDOR - \$250 per 16' x 16' space** # of spaces requested \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
- BCC RESIDENT FOOD VENDOR (Non-Commercial) \$200 per 16' x 16' space** # of spaces requested \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
- BCC CIVIC GROUP VENDOR (Non-profit) - \$100 per 16' x 16' space** # of spaces requested \_\_\_\_\_ TOTAL \$ \_\_\_\_\_
- ALL VENDORS - ADDITIONAL SPACE IN EXCESS OF 16' \$25 per foot -** # of feet requested \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

*All set-ups must fit within requested space size; spaces will be assigned based on size requested; vendors exceeding the boundaries of space requested will be accommodated if possible; however no refunds will be made for equipment that cannot be used due to size limitations. Be sure to include all tents, tables, canopies and equipment in your measurements. Please call (703) 978-2928 to ensure you are allotted adequate space for your set-up*

**FOOD ITEMS/MENUS** – Please list ALL food and drink items you wish to sell during the Festival. Include anything you plan to sell and have listed on your menu. Please note that our policy is to prevent food vendors from having to compete with one another at this event. Therefore, vendors may be asked to replace or remove an item(s) from their suggested menu. When listing items, please prioritize your menu using the following chart (attach additional sheet if needed):

MENU ITEMS		Please check all that apply to each item.		
PRICE		Mandatory Item Must Include (no alt item)	Optional/Substitution Available	No Alternative but will remove

**\*PUBLICITY RELEASE** – When you sign this form, you are authorizing the Conservancy to release general information about your business including pictures to local media reps. **Please initial here to OPT-OUT to prevent the release of your information to outside media.** [ \_\_\_\_\_ ]

**\*BECOME A FESTIVAL PARTNER (optional)** – **YOU MUST OPT-IN to participate!** - See Back page for details.

**Please complete this section for credit card pmts:** \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD (please check one) TOTAL CHARGED: \$ \_\_\_\_\_

CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV #: \_\_\_\_\_ \*

PRINT CARD HOLDER NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ \*

*CVV # is a security feature; typically the last 3 or 4 digits found on the signature strip of your card.*

I have read and agree to abide by the enclosed guidelines, and release the Burke Centre Conservancy, its officers, directors, staff, agents and representatives from any and all liability for changes, loss or injury to any person or goods which may arise from my participation in the annual festival.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# GUIDELINES AND INSTRUCTIONS

**DATES:** Saturday & Sunday, September 8 & 9, 2018  
**HOURS:** SAT: 9:30 AM to 5 PM; \*Wine Garden SAT 5-10 PM, SUN: 11 AM to 5 PM  
**FEES:** Spaces are 16' x 16' -- SEE REVERSE SIDE FOR RATES  
**DEADLINE:** JULY 15, 2018

**RAIN OR SHINE EVENT!**

**GUIDELINES & GENERAL INFORMATION:** \*Optional - food booths may stay open during the Wine Garden hours

<b>1</b>	A final verification of each vendor's menu will be made by the Festival staff before any food vendor applications will be accepted. Applications will not be considered without sample menus, food prices, a color photo and price listing..
<b>2</b>	Vendors understand that only the items confirmed in the acceptance letter may be sold during the festival. Changes to items or prices must be approved by the Festival staff before the event.
<b>3</b>	Menu prices may not be changed from one day to the next, and must be legibly posted at all times during both days of the festival.
<b>4</b>	All beverages must be sold in plastic, metal or paper containers (no glass containers are permitted).
<b>5</b>	A minimum of two people must be operating the food booth at all times. Also, no pets are permitted.
<b>6</b>	Some food/snack vendor spaces will be located in grassy areas which may require the vendor to supply suitable flooring as required by the Fairfax County Health Department.
<b>7</b>	All food/snack vendors are subject to inspections by officials from the Fairfax County Health Department and /or the Office of the Fairfax County Fire Marshal before and/or during both days of the event. <b>Please note the Fire Marshal strictly enforces NFPA701 standards, all tents for cooking food vendors must appropriately tagged and display the Flame Resistant info.</b>
<b>8</b>	Overnight surveillance and on-site event security will be in place during the festival weekend. If a vendor elects to leave equipment, booth/trailer, etc. on the grounds overnight, the vendor understands that he/she does so at his/her own risk. All merchandise must be secured.
<b>9</b>	Vendors must provide their own power, water, tables, chairs and other needed equipment. Only noise-free equipment/generators are permitted! <b>Please be aware that any vendors found using the utilities (e.g., water, power) of a Conservancy building or neighboring home will be asked to leave the premises immediately, and no refund will be given.</b>
<b>10</b>	If your application is accepted, a certificate of insurance <b>is required</b> and must be forwarded to the Festival staff by August 15, 20168, which lists the Burke Centre Conservancy as "additional insured." Please immediately notify the staff if more time is needed to obtain an insurance certificate. A Release & Hold Harmless agreement will be sent to you for your signature. This is due back to the Festival staff by August 2, 2018.
<b>11</b>	Ten (10) days written notice of cancellation is required, and absolutely no refunds will be considered af ter an application has been accepted..
<b>12</b>	<b>Space assignments/configurations will be based on sizes requested, adjustments may not be possible after assignments are made. Vendors altering/exceeding the assigned boundaries of spaces may be asked to leave. No refunds will be considered after an application has been accepted.</b>
<b>13</b>	The vendor understands and agrees to meet participation requirements by selling during both days of the festival, even if there is rain. The Conservancy follows a strict policy of declining future festival participation requests for at least one year in the event a vendor leaves early, or consistently runs out of food before the end of each day.
<b>14</b>	Upon acceptance of your application and receipt of all that is mentioned above, your space assignment will be sent to you in August. If your application is not accepted, a refund check will be sent to you.
<b>15</b>	If your application is accepted, please note that the Fairfax County Health Department requires you to have a temporary food service permit for operating at this event. A copy of your permit is required to be turned in to the Festival staff by August 15, 2018. Vendors without a proper permit will be turned away. Download the required forms at <a href="http://www.fairfaxcounty.gov/hd/food/foodpdf/eh24-tempfood.pdf">http://www.fairfaxcounty.gov/hd/food/foodpdf/eh24-tempfood.pdf</a> .

**\*BECOME A FESTIVAL PARTNER (optional)** –The Festival Team issues a limited number of food vouchers during the event. The voucher would entitle the holder to a free meal/snack at a participating food booth. If you choose to participate, your business will be listed as a Festival Partner Level Sponsor with our web-based and print publicity. You will receive a large display logo for your booth, indicating to visitors that you are a community supporter. Thank you for your generous consideration. **Please initial to participate: [\_\_\_\_\_] Note: Please do not initial this unless you are willing to offer an occasional free meal/snack.**

**APPLICATION INSTRUCTIONS:**

- Please fill out the application and include a separate copy of your menu items and prices. List only those items you are prepared to serve. Applications submitted without this information will not be accepted.
- Enclose with your application a booth/trailer photo as it will appear during the festival. Please write your group/business name on the back of the photo. A sample menu is also required.
- Make checks payable to **the Burke Centre Conservancy**, 6060 Burke Centre Parkway, Burke, VA 22015. All checks are deposited upon receipt.



**FOR OFFICE USE ONLY**

Space Assignment

Date Rec'd: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ REFUND DATE: \_\_\_\_\_