



# 2023 FALLS CHURCH FESTIVAL

## VENDOR APPLICATION AND CONTRACT

**WHAT:** 47th Annual Falls Church Festival

**WHEN:** Saturday, September 23, 2023 from 10am – 4pm **RAIN OR SHINE**

**WHERE:** Falls Church Community Center Grounds, 223 Little Falls Street, Falls Church, VA 22046

**APPLICATION DEADLINE:** Friday, June 23, 2023

### **VENDOR STIPULATIONS:**

- All spaces and set-up times will be assigned between 7:00am and 8:30am. **Set-up times are firm.**  
**Please note assigned booth size.** No vehicles are permitted in the festival area, except during the initial set-up time to deliver items and at the completion of the festival to pick up items. **All vehicles must be out by 9:15am.**
- **Vendors must stay in their assigned space, which includes use of tents. Please note that standard 10 x 10 tents do not fit inside of the 6 x 10 spaces.** Vendors shall not sublet any part of their space or use any aisle space.
- **Vendors are responsible for cleaning up their area including disposal of all trash.**
- Dirty water and grease must leave with you.
- Vendors must stay for the entire duration of the festival and may not leave the booth unattended during show hours, except for short periods. Vendors are not permitted to close their booth prior to 4:00pm.
- Upon conclusion of the festival, all vendors must quickly pack up their area and exit the Community Center grounds.
- Vendors must provide their own display items, tables, chairs and tent (if desired).
- Vendors are responsible for the licenses and taxes related to their sales. An ST-50 form will be included in your confirmation packet. For tax questions, contact the Virginia Department of Taxation at (804) 367-8037.
- Selling of spray snow, "neige magic", silly string, "snap-its" or related items are prohibited. In addition, flea market and resale items are also prohibited. All items for sale must be legal goods. No fraudulent or counterfeit items that violate copyright laws will be permitted.
- **No balloons of any type are permitted.**
- Prepackaged food items must be sold as a merchant.
- All food items being prepped to eat onsite (including baked goods) and beverages are to be sold by food vendors participating in Taste of Falls Church only. Food vendors are limited to City of Falls Church Restaurants (separate application).
- **Street vending is NOT permitted.**
- Electricity, water and tents are not provided. Both non-cooking booths and cooking booths **MUST** have a flame-resistant treatment tent with an NFPA 701 rating as well as be weighted down. Please review the Fire Marshals tent requirements on page 3.

- Falls Church Recreation and Parks Department reserves the right to limit the number of vendors per category, **but exclusivity of items is not guaranteed.**
- Falls Church Recreation and Parks Department reserves the right to remove any item from display or dismiss any vendor that does not meet guidelines. Toy weapons are not to be sold.
- Falls Church Recreation and Parks Department will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen or damaged items.
- You must provide your own insurance. Proof of coverage must be in the amount of \$1,000,000 for user liability and be effective on September 23, 2023. By participating in this event, the exhibitor agrees to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. Exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the City of Falls Church is just providing a place for the party to conduct their business. Proof of coverage must be submitted with application. Any questions should be submitted to your insurance agency. [www.ACTinsurance.com](http://www.ACTinsurance.com) offers insurance for crafters.
- No refunds or transfers once you have submitted your application. The Falls Church Recreation and Parks Department has the right to cancel, postpone or modify the event due to weather, natural disasters, pandemics, or other unforeseeable circumstances. We will notify participants at least 48 hours in advance.
- Applications will not be processed until after the June 23rd deadline. Submission of an application does not guarantee acceptance.
- Event details with COVID specific guidelines and protocols, if any, assigned space number, check-in time, maps and more will be emailed early September to accepted vendors.
- Interested in promoting your business in the Falls Church News-Press, contact Sue Johnson at [sjohnson@fcnp.com](mailto:sjohnson@fcnp.com).

**Applications are due by Friday, June 23, 2023. A \$25 late fee will be included if submitted after June 23, 2023.**

***TO APPLY:***

1. Complete the attached form.
2. Include proof of insurance.
3. Enclose a check made payable to City of Falls Church or pay balance on Web Trac.

We accept checks, credit card payments over the phone, and through your Web Trac account. To pay your balance on Web Trac you will need a username and password. If you have registered for other programs with the Recreation and Parks Department and know your password, it has not been changed. If you're new, your username will be emailed to you once your application has been received and an account has been created. Your temporary password will be your zip code. When you log on, you'll be asked to change it. You may then pay your balance. Balances will not be posted until after the June 23rd deadline.

4. Mail To or Drop Off: Falls Church Recreation and Parks Department, Attn: Special Events 223 Little Falls Street Falls Church, VA 22046

OR Email to: [cpayne@fallschurchva.gov](mailto:cpayne@fallschurchva.gov)

**Direct specific inquiries to: Corey Payne, [cpayne@fallschurchva.gov](mailto:cpayne@fallschurchva.gov)**



## Fire Marshal Requirements for Tents Special Events and Farmers Market

- Tents must be flame resistant and have an approved label attached showing proof of flame resistance along with a copy of the flame resistance certification. Certification must be available day of event.
- Tents must be anchored with adequate weights depending on size of tent. A 10 X 10 tent shall have at least 20 pounds of weight per leg. Recommend 40 pounds per leg, especially if inclement weather is predicted. There is nowhere to anchor into the ground. **The vendor must follow recommended guidelines from the tent manufacturer for specific weight requirements. Fire Marshal and/or event manager or designee can ask the vendor to leave, if tent is not adequately secured. Tent stakes supplied with pop up tents are not adequate to support a tent during windy conditions**
- Smoking is prohibited under all tents.
- Open flames or any devices emitting flame, fire, heat or any flammable or combustible liquid, gas, charcoal or other cooking device shall not be permitted or located within 20 feet of any tent. **The public is not allowed in cooking tents**
- Propane cylinders **shall be located outside of tents** and be at least 10 feet from any tent opening. The size of the propane tank is limited to **30 lbs.** Multiple 30 pounders can be used. Safety relief valves shall be pointed away from tent or membrane structure. The LP container shall be stowed in vertical position, with relief valve in direct communication with the vapor space of the container.
- Portable LP- Gas containers, tanks, piping, valves and fittings shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be secured to prevent unauthorized movement
- Generators must be at least 20 feet away and isolated from contact with the general public. Flammable and combustible liquids must be stored at least 50 feet from the tent, canopy or membrane structure. Generators must be located to prevent carbon monoxide emissions into tents.
- Combustible vegetation and waste material shall be removed from the area occupied by a tent or membrane structure, and within 30 feet of such structures
- Fire extinguisher is required for a cooking tent. 10 X 10 one extinguisher and two for 20 X 20 size tents. A lid is required for fryers to cover the cooking well if a fire occurs.

This are general requirements under the Fire Code, additional requirements under the Fire Code as well as other Codes may apply depending on the circumstances. Questions regarding the procedures and clarification may be directed to the City of Falls Church Fire Marshal at [FireMarshal@fallschurchva.gov](mailto:FireMarshal@fallschurchva.gov) or calling (703) 248-5058.

# 2023 FALLS CHURCH FESTIVAL VENDOR APPLICATION

ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

STATE SALES TAX REGISTRATION NUMBER: \_\_\_\_\_

DETAILED DESCRIPTION OF ALL ITEMS TO BE SOLD AND/OR DISTRIBUTED: (Additional information may be attached.) \_\_\_\_\_

\_\_\_\_\_

**BOOTH TYPES, SIZES AND FEES:** (CHECK ONE) \*Please use straight leg fire resistant tents only.

**CIVIC:** Civic/non-profit organization (501(c) 3 status, Information Only - No sales except membership)

\_\_\_\_\_ 6' (width) x 10' (depth) = \$65 (will not fit a standard tent) OR \_\_\_\_\_ 10' (width) x 10' (depth) = \$115

**ARTIST/CRAFTER:** All items sold are handmade by the vendor

\_\_\_\_\_ 6' (width) x 10' (depth) = \$100 (will not fit a standard tent) OR \_\_\_\_\_ 10' (width) x 10' (depth) = \$160

**MERCHANT:** Including handmade items not made by the vendor

\_\_\_\_\_ 10' (width) x 10' (depth) = \$235

Request same space as 2022 Falls Church Festival (may not be available) \_\_\_ Yes \_\_\_ No SPACE# \_\_\_\_\_

If a customer asks for your contact information, may we provide it? \_\_\_ Yes \_\_\_ No

How did you hear about this event? \_\_\_\_\_

**PAYMENT:** (add \$25 late fee if submitted after Friday, June 23, 2023)

\_\_\_ Check (made payable to City of Falls Church)

\_\_\_ Credit Card (A Recreation and Parks Department staff member will call for payment or you can pay on Web Trac after June 23.)

**MAIL TO or DROP OFF:** Falls Church Recreation and Parks Department, Attn: Special Events  
223 Little Falls Street - Falls Church, VA 22046

**OR** Email to: [cpayne@fallschurchva.gov](mailto:cpayne@fallschurchva.gov)

Please include application, copy of insurance coverage and payment if paying by check.

I have read the vendor stipulations, this includes tent requirements and agree to abide by all terms. If I violate any of the vendor stipulations, I may be forced to close my booth and forfeit all fees paid. By participating in this event, I agree to indemnify and hold harmless the City of Falls Church from any and all liability for damage, health code violations, injury, or loss to any person or goods for any reason. I understand that as an independent party, I am solely responsible for my booth space and operation, and that the City of Falls Church is just providing a place for me to conduct my business. I agree to follow all CDC and City of Falls Church COVID protocols and guidelines that are in place as of September 23, 2023.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_