



# 2022 City of Falls Church Memorial Day Parade and Festival

## VENDOR APPLICATION AND CONTRACT

**WHAT:** 40th Annual Memorial Day Parade and Festival

**WHEN:** Monday, May 30, 2022 from 9am – 5pm **RAIN OR SHINE**

**WHERE:** Falls Church City Hall Grounds, 300 Park Avenue, Falls Church, VA 22046

**APPLICATION DEADLINE:** Friday, March 25, 2022

### **VENDOR STIPULATIONS:**

- All spaces and set-up times will be assigned between 5:30am and 7:30am. **Set-up times are firm. Please note booth sizes. Booth size includes tent legs.** 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 8:00am.**
- **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. Food vendor space is 15' (width) by 10' (depth).** Vendors shall not sublet any part of their space or use any aisle space.
- **Vendors are responsible for clean up of 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 5pm.
- Upon conclusion of the festival, all vendors must quickly pack up their area and exit City Hall grounds.
- Vendors must provide their own display items, tables, chairs and tent (if desired).
- Food vendors must meet Fairfax County Health Department regulations for temporary food service establishments. Registration with [Fairfax County Health Departments PLUS](#) system is required and event code will be provided if accepted. For a copy of the guidelines or for questions, call (703) 246-2444.
- Food vendors who wish to use hazardous materials (i.e. gasoline for generators and propane) must comply with the Statewide Fire Prevention Code and are subject to inspection by the Fire Marshal. If inspected, please be prepared to pay a fee on site.
- Food (including baked goods) and beverages are to be sold by food vendors only.
- 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.
- **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 Marshal tent requirements that can be found online under the [vendor information page](#).
- 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.
- 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 May 30, 2022. 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.
- 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 and balance will not be placed on Web Trac account until after the March 25th deadline. Submission of an application does not guarantee acceptance. Payment must be submitted prior to April 30th.
- Event details with COVID specific guidelines and protocols, assigned space number, check-in time, map and more will be emailed mid-May to accepted vendors.

**Applications are due by Friday, March 25, 2022. A \$25 late fee will be included if submitted after March 25, 2022.**

**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 WebTrac.

For security reasons, we no longer allow vendors to provide credit card information on paper. We still accept checks, 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 March 25th 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: sawilliams@fallschurchva.gov

**Direct specific inquiries to:** Scarlett Williams, sawilliams@fallschurchva.gov

# 2022 City of Falls Church Memorial Day Parade and 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) = \$60 (will not fit a standard tent) OR \_\_\_\_\_ 10' (width) x 10' (depth) = \$110  
**ARTIST/CRAFTER:** All items sold are handmade by the vendor  
\_\_\_\_\_ 6' (width) x 10' (depth) = \$95 (will not fit a standard tent) OR \_\_\_\_\_ 10' (width) x 10' (depth) = \$150  
**MERCHANT:** Including handmade items not made by the vendor  
\_\_\_\_\_ 10' (width) x 10' (depth) = \$220  
**FOOD:** \_\_\_\_\_ 15' (width) x 10' (depth) = \$285  
*Food Vendors ONLY:* (Non-food vendors are not permitted to bring generators, propane or gas tanks)  
Are you bringing a generator? \_\_\_ Yes \_\_\_ No  
Are you bringing propane or gasoline (20 lb or less for each tank)? \_\_\_ Yes \_\_\_ No  
Are you willing to donate meal vouchers for those working the event? \_\_\_ Yes \_\_\_ # of Vouchers \_\_\_ No  
*All Vendors:*  
Request same space as 2019 Memorial Day 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, March 25, 2022)

\_\_\_ 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 March 25.)

**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: sawilliams@fallschurchva.gov

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

I have read the vendor stipulations 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 May 30, 2022.

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