

# Art on the Avenue

## Food Court Vendor Application Del Ray, Alexandria, VA

**Saturday, October 3, 2020**

Art on the Avenue is a multi-cultural arts festival celebrating our community's diversity through the arts in the Del Ray area in Alexandria, Virginia. A major focus of our festival is food! This application is for the Food Court, which is located in the grassy area by the Mount Vernon Community Center. In the past the foods have been varied, and included Asian, Indian, Mexican, BBQ, Crab Cakes, Tapas and Hot Dogs. Due to the growing interest in this event, we must limit the number of food vendors we can allow to participate. To ensure you have an opportunity to participate in this year's festival, get your application in early.

**Date:** Saturday, October 3, 2020 10 AM to 6 PM.

**Location:** Mt. Vernon Avenue, between Bellefonte & Hume Avenues in Del Ray, Alexandria, VA.

**Cost:** \$500.00

**Application Deadline:** May 31, 2020.

**How To Apply:** No later than May 31, 2020 submit the following **5 required items:**

- 1) A completed Art on the Avenue Food Court Vendor Application (last page of this form).
- 2) A check for \$500.00 payable to Art on the Avenue (we do not accept other forms of payment at this time).
- 3) Certification that you have one of the following. If you have questions about the health permit process, call the City of Alexandria Health Department at 703-746-4910. Your application to participate in Art on the Avenue will not be deemed completed without the City of Alexandria's verification of at least one of these:
  - a. A City of Alexandria Health Department Mobile Food Establishment (Food Truck) Permit, OR
  - b. A City of Alexandria Health Department Food Establishment Permit, OR
  - c. A City of Alexandria Temporary Food Vendor Permit application. The application may be found here: <https://www.alexandriava.gov/uploadedFiles/health/info/EnvHealth/Temporary%20Food%20Vendor%20Permit%20Application.pdf>, OR
  - d. An alternative permit accepted by the City (this is rare; a Farmer's Market permit is **not valid**).
- 4) Proof of Insurance (\$1M) naming Art on the Avenue, PO Box 2826, Alexandria, VA 22301 as additional insured under General Liability for Art on the Avenue, October 3, 2020.
- 5) If you will have an open flame or generate hot grease vapors, you must apply for a Fire Prevention Permit (FPP) and check "Yes" in the relevant question on the Art on the Avenue application. You will need to go to Code Administration at Alexandria City Hall at least 30 days before the event (by Thursday, September 3, 2020!) to apply. A Fire Marshal will inspect your setup and will give you your actual permit on October 3. If you have questions about the fire permit process, call the Alexandria Fire Marshal at 703 746 4247 for the most up-to-date information. If you are certain you will not need a Fire Permit, check "No" on the application; no other action is required.

**Mail** your completed application to Art on the Avenue, Attn: Meredith Sims, PO Box 2826, Alexandria, VA 22301

**Questions:** Email Meredith Sims, [merintakes@gmail.com](mailto:merintakes@gmail.com)

# **Art on the Avenue Food Court Vendor Guidelines 2020**

1. Set up begins at 7:30 AM. Festival opens at 10:00 AM and runs until 6:00 PM. Breakdown must be completed by 7:30 PM.
2. Tent booth size is 10 feet by 10 feet in the Food Court. If you need more space, please talk to the Food Coordinator well in advance. There will be an additional fee if the space is available. If you take up more than one space without paying the additional fee, you will be asked to leave.
3. We will need to know the dimensions of all food trucks in order to be sure we have room.
4. Food vendors will provide their own cooking area set-up and ensure that everything complies with the current Alexandria health and safety codes. **All food vendors must be set up by 9:00 AM and ready to serve in order to get the approval by the Alexandria Health Inspector and/or Fire Marshal.** All tents **MUST BE** weighted on **ALL FOUR CORNERS** in case of strong winds.
5. Any food booth set up on grass or gravel will need their food area covered with a tarp. Each food vendor in the food court will need to provide their own tarp.
6. The onsite Food Coordinator and/or Co-Coordinator will be available to answer questions and assist vendors as needed throughout the day.
7. Each food vendor is personally responsible for the collection and reporting of Virginia Sales Tax, where applicable.
8. Art on the Avenue draws a lot of families with small children and/or pets. Please keep this in mind as you set up. You are responsible for protecting your food area. Again make sure your area is in compliance with Alexandria code. Contact the Health Department or Fire Marshal for guidance.
9. The Art on the Avenue Committee is not responsible for loss, theft or injury incurred by any food vendor. NOTE: Remember--if you will have open flame or hot grease vapors, you will be responsible for applying for the fire prevention permit from the City by September 3, 2020 once you have been selected.
10. Food vendors are responsible for keeping their area presentable. Trash **MUST BE** picked up constantly—please keep your area trash free. Also **ENSURE** that napkins, menus, and similar items are restrained so that they do not litter the food area.
11. With the increased interest in participating in Art on the Avenue, vendor selection is now necessary. Failure to meet these guidelines can result in your not being asked to participate in future events.
12. Festival is held rain or shine. Once we have accepted your application, there are no refunds.
13. If you have any special needs, please list those on your application. Electricity is not available.
14. Again, **all FIVE items listed on Page 1 must be completed in order to be accepted!**

# Art on the Avenue

**Food Court Vendor Application**  
**(Food Court is located on the field at the**  
**Mt. Vernon Recreation Center, Alexandria, VA)**

Saturday, October 3, 2020  
10 AM to 6 PM

APPLICATION DEADLINE: **MAY 31, 2020**  
One Food Truck or 10' X 10' Tent Booth space: \$500.00  
(additional space **may** be available at additional cost)

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone--Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Circle which of the following applies to you (**NB**, a special/other City permit is rare--Farmer's Market permit is not valid):

Food Truck Permit / Food Establishment Permit / Temporary Food Vendor application submitted / other City permit.

Vendor name on your permit/application (list special permit type if applicable): \_\_\_\_\_

Circle which you are bringing: Tent / Truck (list Food Truck LxWxH dimensions if applicable): \_\_\_\_\_

Type of Food (please list all you want to serve): \_\_\_\_\_

Will you apply for a Fire Prevention Permit by September 3, 2020? Yes \_\_\_\_ No \_\_\_\_

Any special needs? \_\_\_\_\_

**I have reviewed and understand the Food Vendor Guidelines for 2020:**

\_\_\_\_\_  
**Signature**

Mail this application by **May 31** to Art on the Avenue, Attn: Meredith Sims, PO Box 2826, Alexandria, VA 22301, with:

- 1) Check to Art on the Avenue for \$500.00;
- 2) Proof of Insurance (\$1M);
- 3) Proof of application to the City for a Permit to Operate a Temporary Food Establishment--**not required if you have an Alexandria Food Truck, Food Establishment, or other accepted Permit for this event;**

If applicable, apply for a Fire Prevention Permit by **September 3, 2020**, or check "No" on the relevant question above.

Questions? Email Meredith Sims, merintakes@gmail.com