



Town of Occoquan

Fall Arts & Crafts Show

2019 Food Truck Application

2019 Fall Show
September 28 & 29, 2019
Saturday 10AM-6PM, Sunday 10AM-5PM

Thank you for your interest in the Town of Occoquan's Arts & Crafts shows!

Event Summary

During the first full weekend of June and the last full weekend of September, the historic Town of Occoquan transforms into a massive outdoor arts and crafts gallery with hundreds of talented crafters and artisans from across the region and all around the United States. Each show brings about 10,000 people to Occoquan for fun, food, and shopping.

Exhibitor Rules & Regulations

- While vendors may cancel at any time, there are no transfers from show to show and **no refunds** once a vendor has been accepted into the show.
- This event is held RAIN OR SHINE.
- Food Truck Vendors must be completely self-contained. Food Truck Vendors are responsible for their own water and electricity, and any other supporting utilities. Food Vendors who use the Town's water must use the Food Tent Vendor application.
- **Generators must be quiet and its cords may not cross streets or walkways. Displays must be self-contained.**
- **Menus with pricing information must be visible to patrons throughout the weekend.**
- Food Truck Vendors must pull or back in to their assigned spaces on Friday evening or early on the morning of the show to accommodate vendors to the left and right of them. Unless other arrangements have been made in advance with the Events Director, Food Truck Vendors must park and stay for the duration of the weekend by making alternative plans for travel away from the show.
- Vendors must provide refuse containers outside their display and dispose of trash as needed throughout the weekend in designated containers. Dumpsters will be positioned at both ends of Mill Street and at the Town Hall end of Poplar Alley for vendor use. Vendors are responsible for containing and hauling off-site for disposal any cooking waste, including used oil, at an off-site location. The Town does not have appropriate containers for cooking waste products.
- In the event that your space is not left in a clean and orderly fashion as determined by the Events Director, you will be fined \$200, billed by the Town of Occoquan, and may be banned from future shows.
- Vendors are responsible for all required Prince William County Health Department permits and compliance with regulations. For health permit applications and regulations, please contact: **Prince William County Health District, Division of Environmental Services, 9301 Lee Avenue Manassas, VA 20110. Phone: (703) 792-6313.** Applications to the Health Department are due at least one month in advance of the show date.
- Only vendors accepted in to the Occoquan Arts & Crafts Show are permitted to participate. Subletting, selling or giving space to anyone is not permitted.

- All vendors must participate both days for the full duration of the show. Unless prior approval is granted by the Events Director, those who fail to participate for the full duration of the show will be banned for one year from future shows.
- Rude, obscene or abusive language and/or threatening or actual physical restraint and/or abuse of another vendor, staff or general public is strictly prohibited and will result in immediate removal and banishment from participation in future shows.
- All local laws must be followed.

PLEASE NOTE: Each food vendor must dispose of ALL grease, oils and other liquid wastes in proper containers which you then MUST remove from town. These containers are NOT to be disposed of in town dumpsters. Grease, oils and other liquid wastes are NOT to be poured on the town's streets, sidewalks, or any property. Should you violate this, you will be fined, asked to leave the show immediately, and will not be eligible to come back to any future events.

Application Instructions

All applications **must be accompanied by a menu and a picture of your display while in operation.** Photos are accepted electronically. Images should be of jpeg format with image sizes totaling less than 1 MBs. Alternatively, photos may be mailed with the application. Please include a self-addressed, stamped envelope with your entry form *only* if you want your photos returned. Please note any specific requests that you may have on the application form. Requests are considered, but not guaranteed.

Fees

Please include payment in full with application. Registration is not complete without full payment and signed application.

- If paying with credit card, please visit www.occoquanva.gov/arts-and-crafts-show.html and follow the directions to pay via PayPal.
- If paying with check or money order, make payable to TOWN OF OCCOQUAN. **Be sure to specify Fall Show on the check, what you are paying for (booth, parking, etc.), your company's name, and your contact information.**
- If preferred, you may pay in cash at Town Hall during regular business hours, Monday through Friday 9AM-4PM. **Please do not send cash in the mail.**
- In Town parking is available for an extra \$75 per show. Spaces are limited; allocation is on a first come, first serve basis.

Checks will be deposited upon receipt. **Please note that a deposited check does not equal acceptance into the show.** Booth fee payments will be returned in full if you are not accepted into the show. A \$35 fee will be charged each time a check is returned for insufficient funds. Checks will be accepted for payment up to two weeks before the event date. After that, credit card, cash, or cashier's check are required.

	Early Bird Expires June 2, 2019	Regular Rate Expires August 31, 2019	Premium Rate After August 31, 2019
Truck 10' or less	\$350	\$375	\$425
Truck 10' - 20'	\$400	\$425	\$475

Completed Form, Pictures and Payment may be mailed to: Occoquan Arts & Crafts Show P.O. Box 258 Occoquan, VA 22125, or **e-mailed to:** jlittle@occoquanva.gov or **delivered to:** Town Hall at 314 Mill Street, Occoquan, Virginia during business hours Monday-Friday 9AM-4PM.

Exhibitor Cancellation

Vendors may cancel for any reason, but once an application has been received and processed, there will be **NO REFUNDS** for any reason, unless the vendor is not accepted into the show.

For questions or further information, e-mail jlittle@occoquanva.gov or call 703-491-2168.



Town of Occoquan

2019 Fall Arts & Crafts Show

September 28 & 29, 2019

FOOD TRUCK VENDOR APPLICATION

TOWN USE ONLY

CHECK# _____

AMT.: _____

DATE: _____

COMPANY NAME: _____

CONTACT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER*: _____

E-MAIL (**REQUIRED**): _____

WEBSITE URL: _____

*Please provide a cell phone number where you can be reached during the show.

Have you exhibited in our show before?

Yes No

Description of Food Truck and Type of Food:

Booth space and Parking:

Fall Show, September 28 & 29, 2019

Self-contained Food Truck 10' or less
 Early Bird (*before* June 2): **\$350** per booth
 Regular Rate (*after* June 2): **\$375** per booth
 Premium (*after* August 31): **\$425** per booth

Self-contained Food Truck 10' -20'
 Early Bird (*before* June 2): **\$400** per booth
 Regular Rate (*after* June 2): **\$425** per booth
 Premium (*after* August 31): **\$475** per booth

Optional In Town Parking: +\$75.00

If you wish in Town parking, include vehicle make, model, and license plate.

TOTAL AMOUNT DUE: _____

Personally and on behalf of the entity named above, the undersigned declares: I have read and understand the attached rules and regulations. I represent and warrant that I own or have a legal right to use any copyrights related to work that I market or sell. I waive any claims I may have now or in the future against the Town of Occoquan or any of its officers, agents, or employees (collectively, "the Town") for any personal injury, property damage, or loss of any kind related to the Craft Show, except for intentional acts by the Town, nor will I be a part of any legal action against the Town. I agree to be responsible for the collection and payment of Virginia State Sales Tax. I also understand that while vendors may cancel at any time, there are no refunds.

Signature _____ Date _____

REGISTRATION IS NOT COMPLETE WITHOUT PAYMENT AND SIGNATURE.

For questions or further information, e-mail jlittle@occoquanva.gov or call 703-491-2168.

www.occoquanva.gov