

## Food Vendor Event Prospectus, Terms & Conditions

**Application Deadline: March 1, 2015**

The 60<sup>th</sup> Annual Boardwalk Art Show (BWAS), June 18-21, 2015, is the premier festival opportunity in Virginia. Artists from across the country, live music, family fest activities and great food draw approximately 250,000 people to the boardwalk over the 4 day event. Make plans to join us.

Food trucks, tented spaces and trailers are all welcome.

### Festival Dates & Food Vendor Hours

All food vendors are required to attend a food safety and inspection meeting scheduled at 4:30pm Wednesday, June 17 and are expected to be fully operational during the established operating hours.

- Thursday, June 18 12 noon - 7pm
- Friday & Saturday, June 19 & 20 10am - 7pm
- Sunday, June 21 10am - 6pm

### Jurying

All applications will be reviewed and selections will be made based on:

- Menu specialization
- Presentation
- Previous event experience at BWAS and elsewhere

### Booth Space Allocation and Fees

Food trucks, tented spaces and trailers are all welcome and will be assigned a location along the boardwalk.

- Space along the boardwalk is priced and designated accordingly:
  - **8 x 5 Cart Space: \$650**  
NOTE: This does not include space for an umbrella or additional coolers, etc. If you need additional space for storage, please request a 10 x 11 space and mark "cart" on your application. In this case, the fee would be \$1000.
  - **10 x 11 space with front customer service: \$1,000**
  - **20 x 11 space with customer service on the long side: \$1,475**
  - **Food Trucks/Mobile Concessionaires will pay based on the size of the truck or trailer.**  
If your footprint fits within a 10 x 11 or a 20 x 11 space you will be charged \$1,000 or \$1475 respectively. If the footprint is larger than the two set sizes, you will be charged \$6 for every square foot over.

NOTE: If it is determined onsite during load-in that your food truck or trailer is larger than you estimated and therefore needs more space along the boardwalk than planned, it is possible you may lose your space without reimbursement. Please measure carefully and include the distance needed to park along the rail of the boardwalk. Please consider the trailer tongue, propane tanks extending beyond the truck/trailer space, awnings that extend beyond the footprint, etc.

- **Local's Discount:** Food vendors, caterers and restaurants in Hampton Roads receive **10% off** their booth fee.
- A \$200 refundable deposit is required of all accepted food vendors to cover the potential cost of clean-up on the boardwalk. The check must be cut separately from your vendor fee and turned in with your final payment on April 22nd. The security deposit will be held and returned to you after the show if boardwalk clean-up is not required.
- **If your application is accepted, Boardwalk Art Show must receive a non-refundable 50% deposit by April 1, 2015 for your location to be secured.** The balance of the participation fee and the \$200 security deposit is due April 22, 2015. Any payment received after May 1 will be charged a late fee of \$100. Once you pay the full amount to participate, you will be assigned a space along the boardwalk.
- Credit cards are accepted for payments with a 3% convenience fee added.

### Beverage Sales

MOCA will again this year be selling drinks at designated locations called "hydration stations" located throughout the event as a fundraiser for the museum. Because of this, food vendors cannot sell soft drinks and water. Only food vendors given approval by the food and beverage committee may sell beverages to include fruit smoothies, fresh-squeezed lemonade or other non-soda beverages.

## Virginia Green Program

Boardwalk Art Show participating food partners are required to serve on recyclable and/or compostable materials.

## Required Information

A Vendor/Sponsor Information Form will be emailed to you once you are approved to participate in the show. **Vendor forms must be completed and returned to us by April 22, 2015 with your final booth payment and security deposit check.** Incomplete forms will not be accepted. Failure to provide information regarding equipment specifications, propane use, etc. may delay the processing of your application. Please review all your equipment to identify the electrical requirements and itemize them on the Vendor/Sponsor Information Form once you receive it. All equipment, electrical or otherwise, must meet or exceed all Health and Fire standards.

## Health Regulations

1. Health Permit: All vendors are REQUIRED to file a temporary restaurant permit request with the Virginia Beach Department of Health PRIOR to the Boardwalk Art Show. No vendor will be allowed to begin operations without a permit and without on-site clearance by a health inspector. Any vendor not in compliance with the rules and regulations of the Health Department at any time prior to or during the show will be subject to removal.
2. Ground Cover: ALL VENDORS SITUATED ON THE BOARDWALK MUST PROVIDE IMPERMEABLE GROUND COVER. In accordance with the City of Virginia Beach, "The applicant shall ensure all vendors furnish some type of ground cover for their booth space in accordance with the Health Department's requirement and that they maintain a neat and orderly concession area."
3. Compliance with Health Department regulations: Operations that are listed by the Virginia Beach Health District as having a critical violation during the inspection of their operation will not be invited to return to the show. Questions on these issues can be addressed by the Health Department directly at 757.518.2739.

## Fire Regulations

All vendors are required to comply with the fire safety regulations set forth by the Virginia Beach Fire Department. Questions should be addressed to the Fire Marshal's office at 757.385.4228.

## Taxes

Food vendors are responsible for collecting and remitting state and local taxes. For information regarding tax rates, how to register and submit contact:

Virginia Department of Taxation: [www.tax.virginia.gov](http://www.tax.virginia.gov)  
Virginia Beach Commissioner of the Revenue: 757.385.4515

## Insurance

1. If you are selected as a food vendor, a Certificate of Insurance indemnifying the Virginia Museum of Contemporary Art and the City of Virginia Beach is required.
2. The Certificate of Insurance must include the following limits: Combined Bodily Injury and Property Damage Liability limit, including Product Liability of \$2,000,000.
3. The Certificate must be issued in the same company name as the applicant, as it appears on all applications and forms.
4. Certificate dates should read, "in effect from 6/17/15 through 6/21/15."
5. The certificate holder should be Virginia MOCA, 2200 Parks Avenue, Virginia Beach, VA 23451.

## Subcontracting

This application is for the concessionaire identified on the application, and may only be operated by that business, by name. No site subcontracting is authorized for any reason, and evidence that a site has been subcontracted is grounds for immediate removal from the Boardwalk Art Show and forfeiture of all fees.

## To Apply:

**Make Plans to Join Us at the 60<sup>th</sup> Annual Boardwalk Art Show!**

**Fill out the attached application and mail it today with your \$35 application fee! Deadline to apply is March 1, 2015. Please email Christie Kelly at [christie@virginiamoca.org](mailto:christie@virginiamoca.org) with any questions.**



**For office use:**  
 Space # \_\_\_\_\_  
 Type/size of space \_\_\_\_\_  
 Primary Food Selection: \_\_\_\_\_  
 \_\_\_\_\_  
 Check #: \_\_\_\_\_  
 Booth Fee: \_\_\_\_\_

## 2015 Food Vendor Application

**Application Deadline: March 1, 2015**

Business name: \_\_\_\_\_

Contact name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing address: \_\_\_\_\_

### PROPOSED MENU AND PRICE LIST

Please describe the type of cuisine you intend to sell. Ethnic selection and natural/organic descriptions are helpful.

\_\_\_\_\_  
 \_\_\_\_\_

To avoid conflict with other vendors, please list five menu items. Additional food choices are allowed but should complement your cuisine. Please provide a catering menu for reference.

Menu Item	Price
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

DID YOU PARTICIPATE IN ANY OUTDOOR EVENTS IN VIRGINIA IN 2014? \_\_\_ YES \_\_\_ NO

Event/Location: \_\_\_\_\_ Date \_\_\_\_\_

Event/Location: \_\_\_\_\_ Date \_\_\_\_\_

Event/Location: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

**I plan to work from a:**

**Cart (\$650)**

Size of cart: \_\_\_\_\_ x \_\_\_\_\_

There will be a limited number of spaces for small carts. The cost for a cart space (approx. 8' x 5') is \$650 and does not include space for an umbrella or additional coolers, etc. If you need additional space for storage, please mark 'Cart' here and mark the 10 x 10 space below. In this case, you will be charged \$1,000.

**Tent**

Size of tent:

- 10 x 10 in a 10 x 11 space (\$1,000)**
- 20 x 10 in a 20 x 11 space (\$1,475)**

**Trailer**

Size of complete footprint including trailer tongue: \_\_\_\_\_ x \_\_\_\_\_

Your service window is on what side of the trailer?

- Passenger's side
- Driver's side

Is propane permanently attached to the side of the trailer?

- Yes
- No

**Food Truck**

Size of complete footprint: \_\_\_\_\_ x \_\_\_\_\_

Your service window is on what side of the truck?

- Passenger's side
- Driver's side

Is propane permanently attached to the food truck?

- Yes
- No

**NOTE: Food Trucks and Mobile Concessionaires will pay for space based on the size of the truck or trailer.** If your footprint fits within the 10 x 11 or a 20 x 11 space you will be charged \$1,000 or \$1,475 respectively. If the footprint is larger than the two set sizes, you will be charged \$6 for every square foot over.

If it is determined onsite during load-in that your food truck or trailer is larger than you estimated and therefore needs more space along the boardwalk than planned, it is possible that you may lose your space without reimbursement. Please measure carefully and include the distance needed to park along the rail of the boardwalk in your stated footprint above. Please consider the trailer tongue, propane tanks extending beyond the truck/trailer space, awnings that extend beyond the footprint, etc.)

**I use the following:**

\_\_\_\_\_ generator      \_\_\_\_\_ 110 service      \_\_\_\_\_ 220 service (limited availability)      \_\_\_\_\_ propane

# Boardwalk Art Show Food Vendor Application | 2015

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## CHECKLIST:

- I have enclosed a non-refundable \$35 application fee made payable to Virginia MOCA.
- I have read the Event Prospectus and the attached Terms & Conditions. If I am accepted to participate, I will be contacted by Christie Kelly after March 1<sup>st</sup> to fill out additional forms and paperwork required by the City of Virginia Beach. Deadlines listed in the terms and conditions apply.
- I agree to attend the food vendor meeting to be held on Wednesday, June 17<sup>th</sup> at 4:30pm.
- I have enclosed a photo of my concession tent, trailer or truck.

Name (print) \_\_\_\_\_

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

Return application by March 1<sup>st</sup> to:  
Christie Kelly  
Virginia MOCA  
2200 Parks Avenue  
Virginia Beach, VA 23451

Questions? Email [christie@virginiamoca.org](mailto:christie@virginiamoca.org)  
MOCA has the right to modify the information contained within this document.