

Loudoun County Parks, Recreation and Community Services (PRCS):

Completion of this information does not guarantee any vending space for the event. The information provided will be reviewed by designated PRCS event coordinators. You will be contacted directly if there is interest in your service or more information is needed. Completing and submitting this form and attachments does not constitute authorization to operate a food, beverage, or retail vending operation in Loudoun County, other than the event specified herein if this application is accepted.

Event Details:

PRCS will host a one-day festival (the “event”) Saturday, May 11, 2024, at Segra Field within Philip A. Bolen Park in Leesburg. The free event, LoCo Food Truck Festival, has the capacity to host several vendors across the event area, with an anticipated crowd of 2,500 attendees throughout the day. Food vendors, non-alcoholic beverages, craft services, entertainment, and organizations & businesses will be highlighted throughout the event.

Scope & Specifications of Services:

All vendors are expected to operate only within the space provided. All spaces will be assigned solely by the PRCS Special Events team based on availability at the time the completed application is received. PRCS does not provide tents, tables, chairs, or any equipment. Any tents provided by vendors must have flame-resistant treatment and vendors are responsible for providing a fire extinguisher in accordance with Loudoun County Fire Marshal regulations. Vendors are solely responsible for securing tents to the ground with weights, sandbags or water barrels. Food trucks are required to have wheel cocks in accordance with Loudoun County Fire Marshal regulations.

This event may be canceled for extreme weather. Vendors should plan for protection against the elements (e.g., sun, rain, wind). Setup begins at 8:00am. The vendor area must be cleared of all vehicles by 10:30am. Vendors must be fully set and operational by 10:45am and must remain so for the duration of the four-hour event from 11:00am to 3:00pm. Acceptance in the event is contingent upon a vendor’s ability to participate for the entire duration. Breakdown must be complete with all vendor vehicles and personnel cleared by 5:00pm.

Business/Vendor Name:

Contact Name:

Business/Vendor Address:

Contact Phone Number (Must be Day of Phone Number):

Contact Email:

Space	Cost per Vendor	Please Check Selection
10'x10' Space	\$50.00	
10'x20' Space	\$75.00	
Checks are made out to "County of Loudoun." A \$50 service fee will be added for any returned checks.		

If additional space is needed for your organization or business, please explain below:

Please Mark the Appropriate Description:

Food Cart Food Trailer Food Truck Food Vendor
Retail Vendor Craft Vendor Other (*please specify*)

Event Setup & Breakdown Details:

Number of Vehicles: Vehicle Type(s):

Do you have a trailer: YES NO

Are you able to unload and move your vehicle before setting up: YES NO

Approximately how long does vendor setup and breakdown take:
SETUP BREAKDOWN

Will you be bringing a tent:
YES (we will be providing our own tent) NO (we do not require a tent)

Food/Non-Alcoholic Beverage Vendors:

All food/non-alcoholic beverage vendors are required to obtain a Loudoun County Health Department permit and submit it with their application. The permit must be displayed throughout the event. For information on how to obtain the proper permit, visit:

<https://www.loudoun.gov/1367/Restaurants-Food-Service>

Will you be cooking onsite? If yes, please explain:

Menu Items and Pricing (*Attach additional sheet if more space is needed*):

\$	\$
\$	\$
\$	\$
\$	\$

Retail, Craft, or Service Vendor:

Please provide a clear and accurate description of products, crafts or services that will be sold and include pricing.

Items and Pricing (*Attach additional sheet if more space is needed*):

\$	\$
\$	\$
\$	\$
\$	\$

Organization or Business to Promote Services:

Please provide a clear and accurate description of your organization or business, including services, products and information that will be available to attendees. (*Attach additional sheet if more space is needed*)

Reasonable Accommodations Required:

If you require reasonable accommodations in order to participate in the event, please contact the PRCS Special Events team at prcsevents@loudoun.gov. Three business days advance notice is requested.

Website and Social Media:

Please use the space below to link your website and social media of your craft service, entertainment, organization or business. If you do not have any of the below social media accounts, please leave the space blank.

Website:

Facebook:

Instagram:

Twitter:

If posting on social media, please tag PRCS in your posts on Facebook and Instagram at:

Facebook: *Loudoun County Parks, Recreation and Community Services*

Instagram: *@loudounprcs*

By submitting an application, and acknowledged by signature below, the Vendor agrees to abide by the following rules and regulations:

Electricity and Water: PRCS does not provide access to electric outlets, water faucets or hookups to any water supply.

Generators or Power: PRCS does not provide access to power or generators for any vendors.

All generators must be inverter generators. The events team will make the sole determination regarding any noise that causes a disruption to the event. Any vendor determined to cause a disruption due to generator noise will be asked to leave immediately, without refund.

Trash: Several large trash receptacles will be provided by PRCS throughout the event area. Vendors are asked to provide trash bags and additional trash receptacles in their space to ensure the proper disposal of all trash. Vendors are responsible for removing their trash or placing trash in dumpsters located in event area.

Permitting: All vendors must comply with any rules, regulations or permitting required from any Loudoun County agencies, including Loudoun County Fire Marshal's Office and Loudoun County Health Department codes. No refunds will be given due to failure to comply with any codes. Any other Loudoun County permitting that may be required for the vendor setup is the sole responsibility of the vendor. All food trucks are required to have wheel chocks to prevent the vehicle from moving.

Certificate of Insurance: All vendors must provide a copy of their Certificate of Insurance (COI) with the **County of Loudoun** listed as additional insured at a minimum \$1,000,000.00 (one million) policy. The insured address can be listed as **1 Harrison Street, PO BOX 7000, Leesburg, VA 20177-7000**. The County of Loudoun is deemed harmless and not responsible for any and all liability arising from your participation at the event.

Hold Harmless: The Vendor shall, indemnify, defend, and hold harmless the County from loss from all suits, actions, or claims of any kind brought as a consequence of any act or omission by the Vendor. For purposes of this paragraph, "County" and "Vendor" includes their employees, officials, agents, and representatives. "Vendor" also includes subcontractors and suppliers to the Vendor. The word "defend" means to provide legal counsel for the County or to reimburse the County for its attorneys' fees and costs related to the claim. This section shall survive the Agreement. The County is prohibited from indemnifying Vendor and/or any other third parties.

Sales Tax: When applicable, Virginia Sales Tax is to be collected by the vendor and reported to: The Commonwealth of Virginia Department of Taxation, P.O. Box 1103, Richmond VA 23208. All vendors are responsible for reporting all applicable Virginia sales tax.

Vendor Rules and Expectations: Vendors and their staff must exhibit professional behavior while at the event site. PRCS staff reserves the right, in its sole discretion, to determine what constitutes professional behavior. Violation of this rule will result in the vendor, their staff, volunteers and exhibits being excluded from the event site with no refund. This may impact acceptance at future PRCS events. Vendors are not to bring pets to the event. Vendors may not sublet any portion of their space to another vendor. No microphones or noisemakers may be used at the event without the permission of PRCS.

Event Cancellation: PRCS has the sole right to cancel the event for any reason. Any vendors committed to the date that is canceled will receive a full refund of their payment or can apply their vendor payment to the rescheduled event date. Should vendors opt to receive a refund, they will NOT be automatically guaranteed a spot at the rescheduled event date.

PRCS holds the sole discretion to remove the opportunity for vendors based on the regulations from the State of Virginia COVID-19 mitigation measures at any point. If changes are made between the time the application is completed and the event, PRCS will notify the vendors and refund the full deposit.

Refund Policy: Any vendors that are not selected for any reason will be refunded their vendor fee in full. Should a confirmed vendor cancel, no refunds will be given for any reason.

Participation Criteria: Applicants will be selected based on the need for a diversity of products and services for the event. All vendors will receive confirmation via email from PRCS if selected as a vendor for this event.

By signing this agreement, you acknowledge that you understand the rules and regulations of the event and you agree to adhere to the spirit and intent of the conditions as stated by PRCS. The undersigned accepts full responsibility for all damages to County property caused by said use and agrees to cooperate in facilitating prompt and proper repair for such damages. All fees must be paid in advance. No alcoholic beverages or tobacco products are allowed on the grounds unless otherwise permitted by PRCS and appropriate parties.

I understand that I or my family may be injured as a result of my negligence, or through no fault of myself or others, because of the nature of the activities in which I am going to be engaged. I knowingly and freely acknowledge and assume all risks, including but not limited to the risk of bodily injury or property damage. I assume full responsibility for my participation.

Signature:

Printed Name:

Date:

Please submit application by 1) email with the check dropped off in-person; 2) mail; or 3) drop off at Loudoun County Parks, Recreation and Community Services administration building Monday-Friday between 9:00am and 4:00pm

Email Submission - prcsevents@loudoun.gov
Office Phone: (703) 777-0238

Mail Submission - Loudoun County Parks, Recreation and Community Services
742 Miller Drive, SE
PO Box 7800
Leesburg, VA 20177-7800
ATTN: PRCS Special Events

Checks are made out to “County of Loudoun”

Applications are due no later than **April 1, 2024 and should include the following:**

- Pictures of vending setup including, but not limited to, foods, beverages, crafts, or promotional materials (if applicable)
- Business Logo (if applicable)
- Completed agreement with signature
- Certificate of Insurance as listed on page 4
- Appropriate fees (if applicable)
- All necessary permits

Additional Information