



TASTE OF VIENNA

April 29, 2017 - 11am - 8pm - 400 Center St. S. - Vienna, VA



The Vienna Volunteer Fire Department (VVFD) presents the 6th Annual **Taste of Vienna**. The focus of the event is to showcase the many excellent restaurants that the Vienna area has to offer. The VVFD parking lot will be lined with many local favorites, and the event will undoubtedly draw large crowds of area diners.

Admission is free and guests will be able to purchase restaurant food and beverages. Proceeds from this event will benefit the Vienna Volunteer Fire Department. As a participating restaurant, your establishment will benefit from exposure through media campaigns and promotional efforts around the event. With an estimated 8,000+ attendees at the 5th Annual Taste of Vienna, your company is sure to get excellent exposure. Planning has already begun for the 6th Annual Taste of Vienna, taking place **Saturday, April 29, 2017, from 11AM – 8PM at 400 Center Street, South, in Vienna.**

Participating Restaurant Opportunities & Benefits

The deadline for all restaurants is **FRIDAY, JANUARY 27, 2017**. Due to printing deadlines, only restaurants who confirm by January 27th will be included in ALL marketing materials.

Your restaurant keeps 100% of all its sales; the VVFD only charges the one time booth space fee. Participating restaurants will receive:

- Event promotion from the VVFD prior to event, including newsletters, email blasts, press releases, website, cross-promotion at other VVFD events, etc.
- 10'x10' footprint with open-sided tent, (2) 6 foot tables, (2) chairs, & access to one (1) 110v outlet
- Ability to promote your business with coupon or offers with exposure to thousands of attendees in the metropolitan DC area
- Year-long visibility on Taste of Vienna's website: www.TasteofVienna.org and mention on our Facebook and Twitter pages
- Listing in Taste of Vienna program book
- Booth signage
- Breakdown of tent, tables, and chairs
- Booth location assignments based on first-come, first-served basis
- First right of refusal to the restaurant packet for the 7th Annual Taste of Vienna

Requirements of Participating Restaurants

- 500-1000 servings of at least a 2 OZ portion of a featured menu item. Restaurants may offer to sell full servings, but are encouraged to prepare an adequate supply of tastes for sale as well.
- Booths must be set up by 10AM **and be ready to serve by 11AM rain or shine.** (Fairfax County Health Department inspections & issuance of permit may only occur from 10AM – 11AM)
- No booth should be vacated prior to 6PM and booths must be vacated by 9:00PM, rain or shine. **If restaurant is a no-show or booth is vacated before 6PM, restaurant(s) may be disqualified from participating in future Tastes of Vienna.**
- No booth shall be left unattended at any time.
- Provide own equipment, plates, silverware, napkins, water and ice required to prep, hold, and serve food. Provide own extension cords for power. Provide own fire extinguisher.
- Must provide own staff to prep and serve food.
- Delivery and pick-up of all equipment at own expense. A dumpster will be provided on site for trash.
- Booth location assignments will be based on first-come, first-served basis.
- Abide by all local, county, and state laws.
- Trucks or vans may be used the day of the event; however, all vehicles must be removed by 10AM unless prior arrangements have been made.
- ➡ • High resolution logo or graphics for use in marketing materials and Taste of Vienna's website e-mailed to VVFD by January 27, 2017 (e-mail: tasteofvienna@vvfd.org).
- ➡ • The Health Department Temporary Food Permit from Fairfax County Health Department must be filed by March 3, 2017. The Health Department will provide us a list of confirmed applications.
- ➡ • Provide taste menu with prices to Taste of Vienna by March 3, 2017.
- ➡ • Per the Town Code of the Town of Vienna, Section 6-33, there is a 3% tax levied for any meals purchased from vendors at the Taste of Vienna. If you are not registered with the town or set up to pay town meals tax, you must register your restaurant/business by filling out a simple form. Obtain a registration form from Town Hall by calling 703-255-6321 – register and pre-pay \$100 in tax by April 7, 2017 (new requirement for out-of-town restaurants).
- ➡ • Provide a copy of Restaurant's Certificate of Insurance by April 7, 2017, showing coverage valid through April 29, 2017.

Additional Information

Event/Sponsorship Contact:

Anthony Stancampiano
Vienna Volunteer Fire Department
703-297-1816
TasteofVienna@vvfd.org



Restaurant Booth Contract

Saturday, April 29, 2017 from 11AM - 8PM

Company Name (Vendor): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

➔ Please state exactly how Vendor should be listed for all advertising and promotional materials: _____

Contact Person Name: _____ Phone: _____

Email: _____ Title: _____

Health Department Temporary Food Permit from Fairfax County Health Department must be filed by March 3, 2017. The Health Department will provide us a list of confirmed applications.

Please check the items that you would like at the event:

- Festival 10'x10' tent and footprint (\$400) required \$25 for each add'l 110v outlet ____
- \$400 Per Extra 10'x10' Booth Space and tent ____ \$25 Extra Per 6' Table Needed ____
- \$400 Per Food Truck Space (Outside on Cherry St) ____

Top 3 booth location requests:

TOTAL DUE: \$ _____

Full payment due on or before JANUARY 27, 2017

By signing this contract, please note you acknowledge all Requirements of Participating Restaurants and are pledging that your organization will be present the day of the event AND fully prepared to participate rain or shine. You specifically acknowledge that no refunds will be made as a result of inclement weather at the 6th Annual Taste of Vienna. No refunds will be given for any cancellations after March 24, 2017. Vendor agrees to indemnify and hold harmless the VVFD, its members, and The Town of Vienna from any and all liability for damage, injury, or loss to any person or goods for any reason. Vendor is solely responsible for their booth space and booth operation. Failure to comply with all deadlines listed in the last five bullet points of the Requirements of Participating Restaurants may disqualify you from participating and allow another vendor to take your place.

PRINTED Name of Vendor's
Authorized Representative

SIGNATURE of Vendor's
Authorized Representative

Date

Please sign the contract and mail this form WITH a check payable to "V V F D":

Taste of Vienna c/o Vienna Volunteer Fire Dept.
P.O. Box 1115

Vienna, Virginia 22183-1115

E-mail: TASTEOFVIENNA@VVFD.ORG • www.tasteofvienna.org