



50 Hartwood Church Road, Fredericksburg VA, 22406

[strategicsupport@hartwooddays.org](mailto:strategicsupport@hartwooddays.org) 540-752-4671 <http://www.hartwooddays.org>

*The Biggest "Little" Festival in Northern Virginia!*

Revised 25 March 2013,

## **Food Vendor Policies of the Stafford County Hartwood Days Festival & Agricultural Fair**

Concessions/Food vending at the Stafford County Hartwood Days Festival is managed tightly by the food committee. Food vendor booths are classified as either specialty or Main Courses, and each is handled differently.

As you may know, the Hartwood Presbyterian Church is one of our main sponsors, providing 80% of the land that the festival sits upon, and has right of refusal for "main course" or "Lunch" items, as their booth historically sold those items (pizza, hamburgers, hot dogs, soda's, chips, etc). As such, in the past the only vendors we have accepted were 'specialty' vendors. All food vendors were located in Concessions row in between the Upper and Lower event fields.

As the event has grown, the Board voted to open additional opportunities up in the Agricultural area, and near the Living History Area for both Specialty and Main course items, as space permits. The main Concessions Row will still be located in the same spot, but we now have additional locations.

### **SPECIALTY**

Specialty Food Vendors are vendors who are not offering several different things on the menu, but rather are offering a specialty food, and are determined by the Item & purpose, of their booth (i.e. Lemonade, or funnel cakes, or ice cream, or kettle corn, etc). The intent is to only have one type of food vendor for each type of specialty food in a particular area (Main, AG, LHA). As such, it would now be possible to have an ice cream vendor in the Main area, and in the AG area, or to have a Lemonade vendor in the Main area, and one in the LHA.

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- Items deemed as "specialty items" are not in competition with the HPC booth, and are subject to approval by the committee
- Currently, we have the following specialty booth spaces:
  - Main Concessions Row - 10 spaces, 10x10 each
  - AG area - 2 spaces, 10x10 each
  - LHA - 2 spaces, 10x10 each (may be on a slight incline)

## MAIN COURSE ITEMS

Main Course Food Vendors are vendors who are selling several different items, such that you could buy an entire lunch or dinner at their booth (i.e. hamburgers, chips & soda; or pizza & soda; or hot dogs, french fries & soda, etc.) The intent is to have a variety, but a limited number of main item vendors (Main, AG, LHA) to make it worthwhile for all food vendors.

The HPC is now planning to sub their main items concession for the Main Event fields (upper and lower fields), allowing vendors to operate under their booth license, FOR them. Vendors operating in the LHA and AG area are operating directly for the festival.

- Provide HPC with a booth use fee (see below)
- Sell Authorized items only/Not sell items competing with other registered vendors. Authorized items will be decided by the committee and could include foods like:
  - Hot Dogs / Hamburgers
  - Soda's/drinks (not lemonade)
  - Pizza
  - BBQ & BBQ Sandwiches.
  - Burritos, wraps, tacos
  - Chips
  - italian sausages, bratwurst
- Currently, we have the following Main Items booth spaces:
  - Main Concessions Row - 3 spaces,

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- AG area – 2 spaces
- LHA – 1 Truck or trailer spot (may be on a slight incline)

## GENERAL – ALL FOOD VENDORS

The Food Committee will review requests to participate, and make a decision to approve applicants. Vendors who have participated the previous year will be given Special consideration during the Preferred Vendor Period

Because we have had Food vendors who committed in the past that did not show up on the day of the event, the committee is requesting vendors to pay a non-refundable flat fee in whole, up front which can be done through the website.

In addition to the rules and policies enclosed in this document, you are responsible to coordinate with and take care of all

- Virginia Health Department paperwork and requirements
- Stafford County Commissioner of the Revenue tax paperwork & requirements
- Stafford County Fire Marshal Office requirements

**MENU** - The Concessions, items for sale, and prices or charges for each item are subject to the review and approval of the Food Committee.

- Once selected, a list of items to be sold (menu) and prices will be sent to the Food committee at [food@hartwooddays.org](mailto:food@hartwooddays.org) . These items may be requested up front, in order to facilitate a decision.
- Any changes to the original list provided shall be submitted to the committee no later than 31 August. Any change to said list of Concessions shall be subject to the prior approval of the Food Committee.

**HOURS OF OPERATION** - The hours of operation for Concessions shall be:

- Friday September 13th - 5:00 pm - 10:00 pm

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- Saturday September 14th - 9:00 am - 5:00 pm (Vendors may, and are encouraged to stay later, until 10pm if they wish)
- Sunday is optional in the Agricultural Area from 1:00-5:00 pm, and at the main stage for Son Jam from 5:00pm-10:00 pm (additional coordination required)

Hours of the event are:

- Friday September 13th - 5:00 pm - 10:00 pm
- Saturday September 14th - 9:00 am - 10:00 pm
- Sunday –
  - Ag Area is open to the public – 1:00 PM – 5:00 PM
  - Son-Jam is open to the public – 5:00 PM – 10:00 PM

The food committee reserves the right, in its sole discretion, to change or modify the hours of operation for any reason including, but not limited to, weather conditions, changes in attendance and safety concerns. There is NO rain-date - and while this is a rain or shine event, because we can NOT control the weather,

- We are not responsible for the event being shut down due to SEVERE or DEADLY weather and public safety.
- We are not responsible for any damaged goods due to weather
- We can not refund vendor registrations due to weather

### Set up

1. Times - Friday, 0900 - 1600, Saturday 0130 - 0700 and earliest tear down is ONLY AFTER 5PM on Saturday. Vendors must remain up and attended until the 5:00pm. You may stay longer (rides will be open until 11:00) if you wish, but must stay open until at least 5pm.
2. There should be no tear down activity while the event is open to the public or is in progress and the public remains at the venue. Vendors that begin tearing down their stations prior to the appointed time allowed on Saturday may not be invited to return next year. Emergency situations will be dealt with on a case by case basis.

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3. Vehicles / Unloading/Loading – vehicles moving where people are walking is NEVER a good situation. As such:

a. Vehicles which will enter the field for unloading or loading MUST CHECK IN with the operations/registration crew and obtain permission to enter any event field.

b. During hours we are open to the public we DO NOT WANT MOVING VEHICLES in areas where Patrons are.

c. WEATHER PERMITTING Vendors may drive a vehicle or trailer next to the vendor area in order to unload for SETUP, not for re-supply during operation. When finished, please park in the designated parking area.

i. Vendor Vehicles will NOT be parked in the booth field. If you have a towed trailer, you will need to drop it, and set it up in your concession area.

ii. Vehicles illegally parked in festival areas are subject to being towed at the owners expense.

d. Prior approval is required for parking trailers in the booth field. All vehicles and tents must fit into designated spaces, so we need your exact planned setup.

5) Vendors must provide their own tables, chairs, and/or display racks. Vendors are encouraged to bring a tent / awning or other items that will help with your display.

- In the Grass field you SHOULD stake your tent/awning into the ground, and
- on the asphalt we recommend you bring some sort of dead weight to tie your stake lines to (cinderblock, bricks, pail of sand, etc) to hold down your tent in the event of strong breeze's!
- We are working to improve the common table areas, but If you wish to have your OWN eating area (tent, tables, chairs), you must coordinate with us, as this is additional space we must make sure that we have.

6) Electricity and Water are not available. Food Vendors are authorized to use generators, provided they adhere to our generator policy:

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- Fair & Festival management shall approve the location of all generators.
- Generator noise should not exceed 65 decibels at maximum load.
- Fair & Festival Management shall be the sole judge in determining acceptable noise levels. The noise level (decibel or db level) must be low enough so as not to disturb or interfere with adjacent participants.
- If your generator makes excessive noise or creates excessive fumes you will be asked not to use it.
- No electrical cables shall be placed in or obstruct pedestrian walkways, unless properly covered or hidden. The placement of all electrical cables by Vendors, or their authorized agents is subject to approval by the Fair & Festival management.

### Conduct & Appearance –

- All Concessions must meet Festival & Fair quality standards, be clean, attractive, and well-maintained. Operators must maintain a clean area around their stands, booths and/or trailers.
- Vendors shall be solely responsible for the conduct and personal appearance of its personnel, which personnel shall be neatly dressed, orderly and polite in their conduct and speech at all times. Intoxication or the illegal use of controlled substances by vendor's personnel, contractors or guests, or their impolite, discourteous, obscene or other socially unacceptable conduct or speech by vendor's personnel, contractors or guests toward any patron or fairgoer, as determined by the Festival & Fair management or the Stafford Sheriff's office, is strictly prohibited, and may be grounds for the immediate removal of such persons from the event. Vendor agrees to indemnify and hold harmless the Fair & Festival, its members or staff from any claim for injuries, death, property damage, loss or theft arising from the conduct or omissions of Licensee's personnel, contractors and invitees.
- All signs must be done in a legible and professional manner. Signs judged unacceptable **MUST** be replaced. Unacceptable signs include those on paper towels, napkins, and paper plates. Vendors will be prohibited from opening at the start of the fair if signs are deemed unacceptable by Fair Management.

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- All exhibitors and vendors shall be subject at all times to inspection by the Fair Management as to the proper and legal conduct of the business, activity or display for which a permit has been issued. The Fair Management reserves the right to require exhibitors and vendors to remove from their displays any item(s) judged to be inappropriate for or offensive to a family theme. The Fair Management shall be the sole judge, with power to annul an exhibitor's or vendor's permit immediately, without recourse, when in the best interest of the operation of the Fair.

## Cooking Operations

- **NO dumping of grease on the festival grounds. Your booth area is to be clean and as you found it.**
- All cooking equipment, including grills and slicers, must be set back at least five (5) feet from the front of the space or be protected from public access by a non-movable barrier that extends from the ground to a minimum height of 4 feet above the ground. The Fair & Festival management and the Stafford County Fire Marshal shall be the sole and final judges in determining an acceptable, safe space layout.
- Vendors **MUST** inform us if you have or need to use a Propane tank with your concession operations, as the Festival must pay for the propane permit, and the Fire Marshal may want to inspect your booth to ensure you are in compliance.
- Vendors must do their own coordination with the Virginia Department of Health as is instructed on the website, to secure/verify your permit and schedule your inspection for that morning.
  - It is suggested that you bring out your equipment early on Friday the 13th of September to stage your equipment early (so you're not in the horrible traffic jam that always happens).
  - **NO FOOD VENDORS** will operate until inspected/cleared by the VDH

**Exclusions** - Vendors are prohibited from operating Concession sales of Novelties, tobacco, cigarettes and alcohol at the Fair.

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Taxes - Licensee agrees that any and all applicable sales, food, beverage or other taxes incurred or assessed as a result of its operations or that of its employees, servants, agents or contractors shall be Licensee's sole obligation.

### **INSURANCE/INDEMNITY**

A. **Insurance** - Vendor at their own cost and expense shall procure and maintain insurance against claims for injury, death, damage, loss, costs, including attorney fees, or any other loss arising or claimed to have arisen from Vendor's operations, occupancy on or adjacent to the Fair & Festival, or that of its employees, agents, servants, contractors, invitees and guests. Vendor shall deliver to a certificate evidencing liability insurance and a copy of the insurance policy which sets forth the exclusions from coverage at least thirty (30) days in advance of opening day of the Fair & Festival from a company licensed to do business in the state of Virginia, and satisfactory to the Fair & Festival, in the amount of

- not less than 1 million dollars in the aggregate, for injury, death or property damage,
- not less than 1 million dollars per occurrence for injury or death, and
- not less than 300,000 dollars per occurrence for damage.

At least five (5) days prior to opening day, the Vendor shall provide a letter from their insurance company confirming that the insurance coverage required under this Agreement is current and remains in effect, and will have insurance policy on-site. Vendor shall also insure at its own cost and expense all of its personnel with workers compensation insurance in accordance with the law.

**Indemnification** - Vendor agrees to indemnify and hold harmless the Fair & Festival, its members, employees and contractors, from any and all claims for injury, death, damage, loss or costs arising from or claimed to have arisen from Vendor's operations or occupancy of the event, or those of its employees, agents, servants, contractors, invitees and guests during the term of this Agreement. Vendor further assumes responsibility for the character, acts, conduct of its employees, servants, contractors, agents or guests on the Fairgrounds, and for damage to property resulting from the Member:







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acts, and conduct or omissions of its employees or contractors.

**Casualty** - Vendor agrees to hold harmless from any and all damages arising from losses sustained by Vendor resulting from an "Act of God" and/or any unforeseen circumstances beyond the control of preventing operations.

APPROVED:

A handwritten signature in blue ink, appearing to read 'Willis M. Madden Jr.'.

Willis M. Madden Jr.  
Chair, Hartwood Days Festival Committee  
Stafford County Agricultural Fair  
<http://www.hartwooddays.org/>

Member:

