

June 18, 2004

Dear Independence Day Celebration Concessionaire:

Thank you for your payment to provide concessions at the City of Fairfax parade and/or evening show. The parade will be held Saturday, July 3rd, 2004 rain or shine. The **evening celebration** will be postponed if it rains on July 3rd to the evening of July 4th. If you are unsure of the status of the evening celebration, please call 703/385-7949 for information.

Your vending permit is enclosed. This permit must be attached in a visible place on your stand or trailer on July 3rd. Your booth location is noted on the permit. A concessionaire map is enclosed indicating your assigned location. Set-up for your booth at the parade is to be completed by 8:30 a.m. and breakdown should begin immediately following the parade at 12:30 p.m. If you are participating in the evening show, please have your booth set up by 5 p.m.; breakdown will be at approximately 10 p.m. No water or electricity will be available at either the parade or evening show. If it should **rain for the evening show** and the evening show has been postponed to July 4th, please have your booth set up by 7 p.m. on July 4th.

You should have completed and mailed the application for a temporary food permit to the Fairfax County Health Department as of this date. If you have not done this, it needs to be completed immediately. Vendors will not be allowed to participate if the Fairfax County Health Department has not received this form. For additional information, please contact the Fairfax County Health Department at 703/246-2444, the Fire Marshal's office at 703/385-7830, and the Revenue Office **for your business license** at 703/385-7884. If you have any other questions, please contact me at 703/385-7949. I look forward to seeing you on July 3rd!

Sincerely,

Leslie Herman
Special Events Coordinator

enclosures

City of Fairfax Independence Day Celebration

(Celebration held on Saturday, July 3rd, 2004)

CONCESSION PROPOSAL

Date received:
Check #:
Confirmed:
Site <u>AM</u> :
<u>PM</u> :

NAME OF ORGANIZATION _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE (Home) _____ (Daytime) _____

ITEMS ALLOWED: Food, Beverages, Ice Cream, Balloons (inflatable items), Flags, Information (limited to City groups/businesses)

Guidelines: Each vendor/organization interested in selling any food, drink or novelty item at the Parade and/or evening show must submit a proposal. No electricity is available. Sound Insulated Generators should be provided by vendor. Size of each space is approximately 10 X 12. Applicant must adhere to Fairfax County Health Department Guidelines and City of Fairfax Code Enforcement Guidelines. Approved City of Fairfax Service Groups are exempt from paying a fee.

Two areas of concessions are available: the parade and the evening show. The parade area is located in downtown Fairfax. Vendor spaces are available at street corners and parking lots throughout the parade route. Set up begins at 8am and breakdown begins at 12:30pm. The parade operates from 10am-12pm. The evening show is held at Fairfax High School. Vendors are located around the perimeters of the high school. Set up begins at 4pm breakdown begins at 11pm. The evening show operates from 7-11pm

Please submit the criteria information requested below, two photos of your trailer or tent, and two references if you have not been a vendor in the parade before. (Do not send money) **Deadline for submitting proposal is March 19, 2004.** You will be informed of your status in May.

Criteria for selection: The following categories will be available to select vendors for the celebration: 1) Major Food Vendor 2) Snack/Dessert Vendor 3) Novelty Vendor. The minimum \$ amount proposed for major food vendors should be \$125 per space. The minimum bid for vendors selling only snacks, dessert or novelty type items such as ice cream, cotton candy or fruit drinks, or flags will be \$75 per space. Criteria is as follows: amount proposed, items sold, price of items and references. All monies, if accepted, are due prior to event.

- 1) \$ Amount agreed to pay City prior to event for parade route
- 2) \$ Amount agreed to pay City for evening show at Fairfax High School
- 3) Type of food or drink and price (menu listing may be provided)

- 4) Type of novelty item and price

(PLEASE TURN OVER FOR ADDITIONAL INFORMATION)
