



SPECIAL OLYMPICS

**DULLES DAY
PLANE PULL®**

DULLES, VA 2018



Dulles Day Festival & Plane Pull

September 15, 2018 11am– 4pm ♦ Dulles International Airport

CHECK LIST

Please include the following items when submitting:

- Application
- Agreement
- Payment in full
- Certificate of insurance
- Menu with price list
- Copy of temporary food permit or Mobile Food Permit
 - Proof of payment to VHD
 - Application
- Burn Permit (if applicable)

Please apply for this HERE: <http://www.mwaa.com/about/fire-code-permit-application>

Your application is not considered complete and cannot be processed until all the above items have been received.

THANK YOU!



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FOOD Vendor APPLICATION

Company: _____ Food Type: _____

Contact Name: _____ E-mail: _____

Address: _____

Phone: (_____) _____ Cell: (_____) _____

Onsite Contact Name: _____ Onsite Contact Cell: (_____) _____

Qty	Exhibit Size*	Price	Sub Total	Total
_____	Push Cart	\$300	\$ _____	
_____	Single Item Vendor	\$400	\$ _____	
_____	Food Truck	\$700	\$ _____	
_____	10 x 10	\$500	\$ _____	
_____	20 x 10	\$700	\$ _____	
_____	Electricity	\$50	\$ _____	
_____	_____		\$ _____	
_____	Additional Chairs*	\$2 Each	\$ _____	
_____	Additional Tables*	\$10 Each	\$ _____	\$ _____

*Tented Spaces include tent: (10x10 = 1 table, 2 chairs; 20x10=2 tables, 4 chairs). All locations are subject to space and event limitations and at the discretion of the event organizer. Electricity is not included unless ordered and paid for in advance. Push cart and food truck spaces do not include tent, table or chairs.

FOOD VENDOR INFORMATION, PROCEDURES, TERMS AND CONDITIONS

- Your payment is for the space, tent, chairs, and table(s) only. We DO NOT supply water, refrigeration of food or employee sanitation area.
- **NO PERSONAL TENTS** are allowed. Only our tents can be used per FAA regulations. All personal tents will be removed.
- If cooking onsite with an open flame please apply for your permit by August 13 at the website listed on the checklist on page 1.
- All food prices and menus MUST be pre-approved before event day. All food prices must be posted by vendor for event attendees to read. Prices will not be shared by us between vendors prior to the event.
- All needed space must be rented prior to event; extra space will not be granted day of.

Payment in full is due with application along with your proposed menu and price list.

Please include a Check or Money Order, or complete the following:

Credit Card: ___ Visa ___ MC ___ Amex Total \$ _____

Card #: _____ Exp. Date: _____ Security Code: _____

Name on Card _____ Signature: _____

Print Name _____ Signature _____ Date _____

I am the duly authorized representative of the aforementioned company and agree to follow all event terms, guidelines, safety, security and health regulations, and all applicable local, state and Federal laws and regulations.

Approved by Special Olympics Virginia: _____ Date _____

Mail this application, payment and agreement on next page to: Special Olympics Virginia, Attention: Nicole Kratzer, 11350 Random Hills Road. Suite C140, Fairfax, VA 22030

Or fax to: 703-359-4306

Questions: Contact Nicole Kratzer at (703) 359-4301 or nkratzer@specialolympicsva.org



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FOOD VENDOR Agreement

COMPANY NAME _____

This agreement is legally binding. Please read it carefully and contact us if you have any questions.

VENDOR shall comply with all applicable safety, security and administrative regulations of SPECIAL OLYMPICS VIRGINIA (SOVA), as well as provisions of the VENDOR'S Guidelines.

SOVA reserves the right to remove any VENDOR/EXHIBITOR if SOVA determines that the VENDOR has not conformed to the rules and regulations of this contract or has misrepresented its product/service. In such instances where contract violations result in removal of VENDOR, all fees shall be forfeited by the VENDOR.

SOVA reserves the right to exclude certain VENDOR products or services and retains the right to assure reasonable pricing for food items.

Cancellation Policy: If this Agreement is cancelled by the VENDOR, the following is the schedule for refund of fees:

<u>Cancellation Date (On or Before)</u>	<u>Refund (% of Fees)</u>
Within 4 weeks of contract signing	75%
After 4 weeks of Contract signing (Before August 13, 2018)	50%

Fees cannot be refunded for cancellation requests received after August 13, 2018.

GENERAL VENDOR TERMS AND CONDITIONS:

VENDOR will be responsible and liable for delivery, handling, assembly, and removal of all display materials and fixtures. Exhibit materials/fixtures cannot be packed or removed until the close of the PLANE PULL at 4 pm, September 15, 2018.

Amplified sound within exhibit space, open flames of any kind, including smoking, are prohibited in VENDOR areas.

SOVA shall not be responsible, or liable, for loss or damage of any kind to VENDOR property or goods.

VENDOR is responsible for satisfying any and all applicable local, state and federal tax, health and safety requirements, laws and regulations.

Signage cannot extend beyond the boundaries of assigned exhibit space. No signage may be attached to or extended beyond tent supports. (Sponsorship programs for display of larger signs are available – please inquire) Event branded menu signage will be provided. This is a rain or shine event. No refunds will be granted due to weather conditions.

INSURANCE: The VENDOR shall, at his own expense, procure and maintain during the entire performance period of this Agreement, General Liability insurance wherein **SOVA, MWA, West Group, Federal Express, Special Olympics** are included as additional insured's. Minimum policy limits of \$500,000 per person, \$1,000,000 per occurrence for injury or death, and \$100,000 property damage per occurrence are required. A copy of VENDOR/EXHIBITOR insurance certificate shall be FAXED to Exhibitor Coordinator at 703-359-4306 or emailed to nkratzer@specialolympicsva.org prior to August 13, 2018. Please list Special Olympics Virginia as the certificate holder (not the Dulles Day Festival & Plane Pull). Our address for the certificate is 11350 Random Hills Rd C-140 Fairfax, VA 22033.

COMPLIANCE WITH APPLICABLE LAWS: VENDOR understands its activities for the PLANE PULL must comport with all applicable local, state and federal laws that SOVA may receive from higher authorities and are therefore subject to modification by SOVA upon notification to VENDOR/EXHIBITOR.

CONFIDENTIALITY: SOVA agrees information about payment and in-kind support received from VENDOR pursuant to this contract is confidential and its disclosure would cause harm to VENDOR'S competitive position in the industry. Accordingly, SOVA will treat the financial contents of this contract as confidential in the event of any request by a third party for its release.

DISCLAIMER: Neither this Agreement, nor the exchange of benefits described herein, constitutes an official endorsement by either the PLANE PULL or the Metropolitan Washington Airports Authority for the VENDOR, its sponsors, products or services.

ENTIRE AGREEMENT: The Agreement contains the entire understanding between the parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, communications, or representations, whether oral or written. The Agreement may not be amended, altered modified or changed except in writing signed by both parties hereto.

For the VENDOR _____ Date _____

For Special Olympics Virginia _____ Date _____