



2020 SPOTSYLVANIA STARS AND STRIPES SPECTACULAR

The Spotsylvania Stars and Stripes Spectacular will be held on
Saturday, June 27, 2020 from 4:00PM-10:00PM
(RAIN DATE: June 28, 2020)

Located at the Spotsylvania Courthouse, Robert E. Lee Elementary School, and Spotsylvania Courthouse Village. The event will consist of musical entertainment, children's activities, historical site tours, and will culminate with a fireworks display. The event is free to the public. This event normally draws approximately 15,000 people.

In this packet, you will find the following documents which require your review and completion. All required items must be returned to our office as one complete packet before applications and payments can be processed.

INCOMPLETE PACKETS WILL NOT BE ACCEPTED:

1. Application form and payment

- Full Service Food Vendors- **20 FT TRUCK/SPACE OR SMALLER (5 or more items) \$375.00**
- Full Service Food Vendors- **TRUCKS/SPACES LARGER THAN 20 FT (5 or more items) \$400.00**
- Specialty Food Vendors- **20 FT TRUCK/SPACE OR SMALLER (4 or less items) \$225.00**
- Specialty Food Vendors- **TRUCKS/SPACES LARGER THAN 20 FT (4 or less items) \$250.00**
- Business/Political Vendors **\$225.00**
- Handcrafted Items Vendors **\$125.00**
- Non-Profit Food Vendors (Any amount of items) **\$45.00**
- Non-Profit Business Vendors/Political Vendors **\$45.00**

2. Menu/Items for Sale Form (safety restrictions attached) ***ONLY ITEMS LISTED MAY BE SOLD***

3. Rules and Regulations (signature sheet must be signed and returned)

4. Insurance Requirements

- All food vendors must carry their own liability insurance and must add Spotsylvania County as a secondary beneficiary to the policy.
- The vendor agrees to indemnify and to hold Spotsylvania County harmless from any liability (including attorney's fees) associated with or arising out of the vendor's participation in the Spotsylvania County's Stars and Stripes Spectacular.

Each of these documents must be completed and returned to the Stars and Stripes Committee **AS A COMPLETE PACKET**. **Deadline for applications for 2020 Stars & Stripes Spectacular is April 17, 2020.** Your **application cannot be confirmed without the receipt of the required documents and full payment**. Make checks payable to Treasurer of Spotsylvania County.

Space is limited, so please don't delay and possibly miss out on this opportunity!

Thank you,

Lindsay Leach
Special Events Coordinator
Spotsylvania Parks & Recreation
540-507-7540
lleach@spotsylvania.va.us

VENDOR APPLICATION AND CHECKLIST

PARTICIPATING VENDOR _____

CONTACT PERSON _____

PHONE _____ FAX _____

EMAIL _____

(MOST EVENT COMMUNICATION WILL BE SENT VIA EMAIL. FINAL MAPS AND WELCOME PACKETS WILL BE POST MAILED.)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

The following items need to be submitted to The Stars and Stripes Spectacular Committee:

- Vendor Application Form
- Vendor Payment
- Menu (Food Vendors)
- Rules and Regulations Signature Sheet
- Insurance Certificate (Food Vendor)

THESE FORMS & PAYMENTS MUST BE RETURNED TO THE SPOTSYLVANIA PARKS AND RECREATION DEPARTMENT AS A COMPLETE PACKET. DEADLINE FOR APPLICATIONS IS FRIDAY, APRIL 17, 2020.

P.O. BOX 28 SPOTSYLVANIA, VA 22553

- Food Permit Application & Payment

PERMITS AND APPLICATIONS TO THE HEALTH DEPARTMENT MUST BE SUBMITTED TO THE SPOTSYLVANIA COUNTY HEALTH DEPARTMENT NO LATER THAN FRIDAY, MAY 8, 2020.

SPOTSYLVANIA HEALTH DEPARTMENT P.O. BOX 126 SPOTSYLVANIA, VA 22553
540-507-7386

Reminder: Space is limited and available on a first come, first serve basis.

VENDOR MENU/ITEM LIST

Please list items for sale or business promotions.

YOU MAY ONLY SELL THE ITEMS LISTED AT THE STARS & STRIPES SPECTACULAR.

Please provide a FULL list of items for sale or ATTACH a menu for your business.

Full Service Food Vendor- (5 or more food items)	Specialty Food Vendor- (4 or less food items)	Business/Political Vendor	Handcrafted Items Vendor	Non-Profit Food/Business

****Please list all equipment you will use on site.** Example: grill, generator, tent, refrigerated truck

SIZE OF SPACE NEEDED: 20 ft or SMALLER LARGER than 20 ft

- ELECTRICITY & WATER **ARE NOT** AVAILABLE.
- All **Food Vendors** must have a fire extinguisher available at their site.
- Each Vendor site is approximately the size of 2 parking spaces (each total space approximately 28.5'X 13.5') for trucks 20 ft. or smaller and approximately 3 parking spaces for trucks larger than 20 ft. All equipment and one small vehicle-**IF NEEDED FOR BUSINESS OPERATION**- is allowed to park in your space, as long as it fits in the confines of your space. All other vehicles must be parked in designated vendor parking.
- All food vendors must provide a **flame retardant certificate** for the tent they erect.
- **All FOOD VENDORS will be subject to a health and fire safety inspection the day of the event.**

Vendor Printed Name

Vendor Signature

Date



2020 Spotsylvania Stars and Stripes Spectacular

Rules and Regulations Agreement

DEFINITIONS USED HEREIN

SSASS- Spotsylvania Stars and Stripes Spectacular

Participant – Each person, organization, business, food and beverage vendor that has made application for space, at the Spotsylvania Stars and Stripes Spectacular, by executing a Vendor Application Form.

Facility- Spotsylvania Courthouse area

1. DEADLINE FOR PARTICIPATION: **The deadline for inclusion in the 2020 SSASS is Friday, April 17, 2020,** or until spaces are full. Every Participant must fulfill all conditions herein, and send all completed paperwork and full payment to Spotsylvania Parks and Recreation Department as soon as possible or no later than Friday, April 17, 2020. Booth space is limited and participant specifically understands that there may be no more space available by the time it submits all paperwork and payment even if all submissions and compliance are timely.

VENDORS THAT HAVE OUTSTANDING BALANCES AT THE COMMISSIONER OF REVENUE'S OFFICE WILL NOT BE PERMITTED TO PARTICIPATE IN THE SSASS. ANY OUTSTANDING BALANCES NEED TO BE BROUGHT CURRENT BEFORE PARTICIPATION.

2. ASSIGNMENT AND USE BY OTHERS: Participant space is restricted to one participant per space and the participant may not assign its space or permit to any other person, firm, or organization to use any part of such space without the express written permission of the SSASS.

- **ELECTRICITY & WATER ARE NOT AVAILABLE.**
- All Food Vendors must have a fire extinguisher available at their site.
- Each Vendor site is approximately the size of 2 parking spaces (each total space approximately 28.5'X 13.5') for trucks 20 ft. or smaller, and approximately 3 parking spaces for trucks larger than 20 ft. All equipment and one small vehicle is allowed to park in your space, as long as it fits in the confines of your space. All other vehicles must be parked in designated vendor parking.
- All food vendors must provide a flame retardant certificate for the tent they erect.
- Vendor must bring all tables, chairs, canopies and other equipment needed for its space.
- All FOOD VENDORS will be subject to a health and fire safety inspection the day of the event.

3. CANCELLATION: If for any reason Vendors need to cancel this agreement, it must be done in writing to the Director of Parks and Recreation, P.O. Box 28, Spotsylvania, VA 22553 by May 8, 2020. No refund will be given after the May 8, 2020 date, and if the cancellation is not in writing.

If the SSASS should be canceled before the scheduled date of, June 27, 2020 (including, but not limited to fire, wind, storm, other acts of God, or any other reason which renders the event impossible or impractical), then it shall refund to participant all sums paid by participant to SSASS less 20% administrative expense incurred if vendor is unavailable to return for the rain date. All vendors may return for the rain date of June 28, 2020 if the event is postponed. Vendors that do return on the rain date, will NOT be issued any refund.

4. SETUP: Participant set up time is from **8:30 AM until 2:00 PM.** Health Department and Fire safety inspections will begin at 2:00 PM.

5. **DURATION OF EVENT:** Vendors may remain open from 4:00 PM until the Fireworks begin, or for the duration of the fireworks.

6. **SUPPLIES:** All Vendors must provide their own equipment, water and ice required to prep, hold and serve food (ice can be purchased at the nearby convenience stores). **VENDORS ARE NOT PERMITTED TO UTILIZE WATER FROM HOSEBEDS & SPIGOTS ON EVENT GROUNDS FOR FOOD PREPARATION OR BUSINESS FUNCTIONS.**

7. **BREAK DOWN:** SSASS ends at approximately 10:00 PM at the conclusion of the Fireworks. Vendors may choose to break down at 9:15 PM or remain open until the conclusion of the fireworks.

8. **CODE COMPLIANCE:** Participant is required to adhere to all laws and provisions established by State and Spotsylvania County Health Department and the Spotsylvania County Fire and Rescue Department & Office of the Fire Marshall.

9. **MENU/ MERCHANDISE SELECTIONS:** There are no restrictions on the cuisine that you can feature at this event, however, selections will be reviewed and coordinated with the SSASS committee to avoid duplication within the food court areas. **ONLY ITEMS LISTED ON THE MENU FORM WILL BE ALLOWED TO BE SOLD.**

Failure of accepted vendors to display the types of items described in the application (listed on page 2) will result in automatic dismissal from the event without refund. Event staff reserves the right to review all displays throughout the event to ensure all regulations are being followed, and to refuse any items considered unsuitable or inappropriate. The following are prohibited:

- Consumption, serving or possession of alcohol or controlled substances.
- Dirty or unkempt booth or employees including any health department violations.
- Language or behavior not appropriate for family events.
- Weapons or items which can be classified as weapons.
- Other violations of the Rules & Regulations provided.

Any participant that fails to clean up their individual space or abide with the rules and regulations stated herein, will forfeit the opportunity to participate in future events. Participant shall be fully and solely liable for the cost incurred in any such clean-up or repairs. In cases where clean-up and /or damage repair is required, the cost incurred will be the responsibility of the Participant. The Participant shall pay for such clean-up or repair costs within ten days after the event.

10. AMPLIFIED SOUND IN VENDOR SELLING AREA IS STRICTLY PROHIBITED.

11. VENDORS ARE NOT PERMITTED TO EXHIBIT OR PROMOTE THEIR PRODUCTS OR SERVICES OUTSIDE THE BOUNDARIES OF THEIR ASSIGNED SPACE.

Signature of Authorized Agent for Participant

Signature of Authorized Agent for SSASS

Printed Name

Printed Name

Date

Date

PLEASE RETURN TO:
Spotsylvania Stars and Stripes Spectacular
Spotsylvania Parks and Recreation Department
P.O. Box 28 Spotsylvania, VA 22553



2020 Spotsylvania Stars and Stripes Spectacular Rules and Regulations Agreement CONTINUED

Please read thoroughly and carefully and initial after each line. Failure to comply with these rules and regulations will result in immediate dismissal and/or will prohibit you from participating in future events.

Vendor placement will be assigned at the discretion of the SSASS committee based on space needed, duplication of food items, etc. All assignments are final. **VENDOR may not request a specific booth site, and site plans may vary from prior years. Payment of the vendor fee in no way guarantees a specific booth/ space location, and no refunds will be given for vendor dissatisfaction with booth location. **FINAL DECISION ON HOW MANY AND WHAT TYPE OF VENDORS TO ACCEPT IS AT THE DISCRETION OF THE SSASS COMMITTEE. VENDOR SPACES ARE FILLED ON A FIRST COME, FIRST SERVED BASIS.**

_____ **vendor initials**

YOU MUST REMAIN IN YOUR SPACE UNTIL THE CONCLUSION OF THE FIREWORKS AND UNTIL PATRONS ARE CLEAR. VEHICLES WILL NOT BE PERMITTED TO MOVE DURING THE FIREWORKS OR THROUGH CROWDS. AT THE CONCLUSION OF THE FIREWORKS ALL VENDORS WILL BE DIRECTED BY SSASS STAFF AS TO WHEN IT IS SAFE TO VACATE.

_____ **vendor initials**

Delivery and pick-up of all equipment is at the expense of the vendor. This includes removal of **COOKING GREASE** and **WASTE WATER** to an appropriate disposal area **OFF SITE**. Each site is to be cleared of excess debris and trash picked up and bagged. Trash bags and cans will be provided throughout the day. **PARTICIPANT WILL NOT BE ALLOWED TO DUMP GREASE OR ANY OTHER DEBRIS IN THE STREET OR GRASSY AREAS. PARTICIPANT MUST MAKE ARRANGEMENTS TO DISPOSE OF GREASE AND ANY OTHER MATERIALS AT AN OFF SITE LOCATION.**

_____ **vendor initials**

PLEASE NOTE THAT FREE WATER MAY BE DISTRIBUTED BY ORGANIZATIONS/ CHURCHES/ BUSINESSES.

_____ **vendor initials**

SPOTSYLVANIA PARKS & RECREATION DOES NOT GUARANTEE THE VENDOR WILL MAKE A CERTAIN AMOUNT OF SALES OR AMOUNT OF PROFIT THROUGH ITS PARTICIPATION IN THE EVENT.

_____ **vendor initials**