



**Town of Dumfries  
Summer Concert Series  
Friday, August 23, 2013  
5:00pm – 8:20pm  
Garrison Park  
(Behind Dumfries Town Hall, 17755 Main Street, Dumfries, VA 22026)**

### Vendor Reservation Packet

#### General Information

The Town is looking to have a community event that brings in live bands with a built-in local fan base. With food and an inflatable slide to compliment the music, the Town is hoping to create relaxing summer entertainment. This year we are testing the waters with the hope of making it an annual summer concert series event.

A map of the concert event site will be provided to you during the week of the event.  
**All reservation forms must be received by Friday, August 16, 2013.**

There will be no refunds for weather related cancellations. Since this is an outdoor event, you are responsible for your own shade, rain gear, tables, chairs, set-up, leveling devices, etc. The Town will not provide electricity for vendors. We ask that each registered vendor participate the entire length of the event unless the weather becomes a safety concern. The event is scheduled to begin at 5:00pm and run until 8:20pm. Food vendors shall set up their stations between 4:00 and 4:30pm and break down their stations between 8:20 and 8:45pm.

Public restroom facilities are available on-site. Trash receptacles will be located throughout Garrison Park. Each food vendor will be responsible for set up and clean up of their area as well as taking their trash to an appropriate receptacle.

Please keep in mind that this is the first Town concert event, so it is a “work-in-progress”. Our goal is to make the event a fun and relaxing evening for all citizens.

If you have any questions or concerns, please contact:

Dorthe G. Tannehill – Admin. Assistant to the Town Manager  
(703) 221-3400 ext. 112; via email at [dtannehill@dumfriesva.gov](mailto:dtannehill@dumfriesva.gov)



## Town of Dumfries Summer Concert Series Vendors' Rules & Regulations

### **Eligibility:**

**All food vendors are required to have a "Temporary Food Permit" from Prince William County Health Department prior to the day of the event. This is mandatory per the Prince William County Health Department. Food vendors are also required to have their permit with them the day of the event. (an application is attached to this packet)**

The Town's insurance policy does not cover claims due to negligence on the part of the vendors. Therefore, food vendors must carry their own liability insurance. ***ALL food vendors are required to furnish a copy of the Declarations page of their insurance policy.***

The Town will **not** provide electricity, cords, etc. to the vendors.

Food vendors must set up their stations between 4:00 and 4:30 pm.

Food vendors must break down their stations between 8:20 and 8:45 pm and vacate the premises by 8:45pm.

Food Vendors: There will be 4 vendors at this event: 2 food **and** non-alcoholic beverage vendors and 2 dessert vendors. Duplicates: There will not be multiples of one 'type' of vendor. Ex. Only one food vendor that specializes in a particular type of food, or specialty food will be permitted. **Vendors will be approved on a first come, first served policy.**

### **Fees:**

An entry fee of **\$50.00** for a 15X10 site is required and must accompany your application. Payment methods include cash, credit card (VISA or Mastercard) or money order. There is an additional 2.15% convenience fee associated with credit card payments.

### **Parking:**

Vendors will be allowed a window of time to unload their vehicles curbside at the entrance of the park. The vendor will be allowed to drive the vehicle onto the park grounds only for unloading purpose and only if the equipment/material cannot be carried to the vending site safely. After unloading is complete, each vendor will be required to move their vehicles to the designated vendor parking area.



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 Summer Concert Series  
 Friday, August 23, 2013  
 5:00pm – 8:20pm  
 Sponsored by the Town of Dumfries**

**Vendor Reservation Form  
 (PLEASE PRINT OR TYPE)**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide an specific description of food and non-alcoholic beverage to be sold:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of Vendor: Food **and** Non-Alcoholic Beverage Vendor

Have you exhibited in a Town Festival/event before? Yes \_\_\_ No \_\_\_

***Copy of your Insurance Policy Declaration page must accompany this reservation form***

Please make checks payable to "Town of Dumfries Summer Concert Series"

Mail to: Dumfries Summer Concert Series  
 17755 Main Street  
 Dumfries, Virginia 22026

OR

Drop off reservation form and payment at:  
 Dumfries Town Hall, 17755 Main Street, Dumfries, VA 22026

**Vendors will be approved on a first come, first served policy.**

**Deadline for reservation is Friday, August 16, 2013!**

For additional information, contact:

Dorthe G. Tannehill – Admin. Assistant to the Town Manager  
(703) 221-3400 ext. 112; via email at [dtannehill@dumfriesva.gov](mailto:dtannehill@dumfriesva.gov)

*I have read, understand and will comply with the attached rules & regulations. I agree, as the vendor, to not hold the Town of Dumfries responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal action against any of the above named. I also agree that I have the necessary permit required by the Prince William County Health Department/District and will be responsible for collection of Virginia State Sales Tax.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Town Use Only**

(Fee Amt: \$50.00)

Fee Paid Date: \_\_\_\_\_  
( & reservation form rec'd)

Copy of Insurance Policy  
Declaration page \_\_\_\_\_  
(attach copy to this application)

Cash: \$ \_\_\_\_\_

Credit Card: \$ \_\_\_\_\_  
(\$51.08 w/ 2.15% conv. fee)

Money Order: \$ \_\_\_\_\_

Space # \_\_\_\_\_