

For office use:

Space # _____
 Type/size of space _____
 Food Served _____

CONTEMPORARY ART CENTER OF VIRGINIA
2010 BOARDWALK ART SHOW  FESTIVAL

2010 FOOD VENDOR APPLICATION

Application deadline: Friday, February 26, 2010

Please complete this form as well as the attached documents. Included in these forms is a list of additional information necessary to process your application. **Use this as a checklist. We must receive all items requested by Friday, February 26, 2010 or your application cannot be considered.**

**Return all to: [Kyla Hurt, Concessions Chair](#)
[Contemporary Art Center of Virginia](#)
[2200 Parks Avenue](#)
[Virginia Beach, VA 23451](#)**

Concession owner's name: _____
 Person attending show: _____
 *Business name: _____
 Mailing address: _____
 Home phone: _____ Cell: _____ E-mail _____
 Space requirements _____

(Please give length, depth and height of carts and trailers)

License plate number of vehicle(s) 1) _____ (2) _____

Please check one: Are you a self-contained trailer or are you using tents ?

Have you participated in any outdoor events in Virginia in 2009?

Event/Location: _____ Date _____

*The company name which appears on your business/corporation license is the one you should use on the application and on every form pertaining to your participation with the Boardwalk Art Show & Festival.

EXPLANATION OF FEES

Large Concession Space: \$1475

Frontage is 21 ft. or less, with all attachments, with 10 ft. maximum depth. Also includes trailers, booths and frame tents without stakes.

Small Concession Space: \$875

For carts requiring 13' or less frontage, with all attachments. All carts are placed at the discretion of the Concessions Chair.

NOTE: All vendors will be on concrete boardwalk with backs to the railing and ocean. A \$150 late charge will be added to the cost of participation if full payment and all other documents are not received by April 2, 2010. In the event of cancellation, withdrawal or disqualification through no fault of the Contemporary Art Center of Virginia, participation fees are not refundable.

CONTEMPORARY ART CENTER OF VIRGINIA 2010 BOARDWALK ART SHOW FESTIVAL

BEVERAGE POLICY

There is NO official soft drink sponsor, thus soft drink purchase is at vendor's discretion. Only vendors given specific approval by Concession Chair may sell fruit smoothies, *fresh-squeezed* lemonade, or non-soda beverages. Styrofoam may not be used! See "Green" standards on final page.

BUSINESS LICENSE

The Contemporary Art Center of Virginia will purchase a blanket business license for all vendors of the Boardwalk Art Show & Festival. It is not necessary for you to purchase one for this event.

ARRIVAL & SET UP

Vendors can arrive at the Boardwalk for check in as early as Tuesday June 15th, 2010.

The Concession Chairman will be available from 8:00 am to 7:00 p.m. on Tuesday June 15th and from 7:30 – Noon on Wednesday June 16th for check-in. I ask that if a vendor has a self contained unit/trailer and can bring his unit to the boardwalk on Monday June 15th, please do so. NOTE: You must call [Kyla Hurt, Concession Chair to make arrangements at 757.425.0000 x31](tel:757.425.0000). These requests are handled on a case-by-case basis. **All vendors must be completely set up by 12 noon on Wednesday, June 16th, 2010. Any vendor arriving after this time will not be invited to return to next year's show.**

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Checklist of additional items required by February 26, 2010:

- \$25 non-refundable application fee. *Please make a separate check or money order.*
- 50% of space fee. **Please make all checks or money orders payable to Contemporary Art Center of Virginia or CAC.**
- A **current** photograph of your trailer/tent/cart.
- Signed indemnity agreement.
- Completed vendor agreement. *Note new Green changes. No Styrofoam.*
- Completed application for electrical service (including requests for early power hook-up or hardwiring). **We must have this information by February 26, 2010.**
- Completed product and price list, to have final review by concession chair.
- If using a tent, send a certificate of flame retardancy. (**Please write your business name on this copy**). No tent permit is required, but you must have the certificate on file with our office and in your tent.
- Completed space layout form (you must include dimensions of the *entire* area required for your set-up).

CONTEMPORARY ART CENTER OF VIRGINIA 2010 BOARDWALK ART SHOW FESTIVAL

FOOD VENDOR AGREEMENT AND VENDOR INDEMNITY FORM

This agreement dated _____ by and between the Contemporary Art Center of Virginia for the Boardwalk Art Show & Festival (BWAS&F), Virginia Beach, Virginia and _____ (food vendor) of (city, state) _____ states as follows:

I. The food vendor agrees:

1. To be completely set up by Wednesday June 16th, 2010 at 12 noon. Vendor understands that failure to do so may prohibit vendor from being invited to participate in next year's show.
2. *To provide food services during the days of BWAS&F, 9-7pm Thursday, June 17th; 10-7pm Friday and Saturday, June 18th and 19th; and 10am-6pm Sunday, June 20th, 2010.* No vendor is permitted to break down before 6pm Sunday, June 20th, 2010.
3. To purchase and sell the soft drinks they choose. There is NO official soft drink sponsor. However, only vendors given specific approval by Concession Chair may sell fruit smoothies, *fresh-squeezed* lemonade, or non-soda beverages.
4. To obtain all permits and licenses required by the City of Virginia Beach, including health permit and any other required forms. Contact Andrea Skahill at the Virginia Beach Health Department at (757) 518-2739.
5. That all purchases of food and supplies are the responsibility of the vendor. Supplies must comply with BWAS&F Virginia Green Attractions guidelines as noted in application paperwork; this means NO STYROFOAM. Ice will be available on-site for purchase.
6. If accepted into the BWAS&F, vendor must provide by Friday, April 2nd, 2010, a certificate of insurance indicating the food vendor is insured with a minimum \$1,000,000 public liability and comprehensive general liability policy, including product liability. The Contemporary Art Center of Virginia should be named certificate holder for June 17-20, 2010.
7. To collect and pay all sales taxes due to the Commonwealth of Virginia and the City of Virginia Beach Department of Taxation. Taxes owed for prior years' festivals must be paid prior to your appearance in the current year's festival.
8. To pay application and participation fees based on space requirements as outlined in "Explanation of Participation Fees". Payment of 50% of space fee is due with application by February 26, 2010 and *remaining 50% is due April 2, 2010.* CHECKS CAN BE DEPOSITED WHEN RECEIVED.
9. To abide by all Virginia Beach City ordinances and BWAS&F Vendor rules.
10. To use felt roofing paper on the entire ground area of food vending operation.

II. BWAS&F agrees to provide to food vendor:

1. Suitable space along the boardwalk in the area designated for the vendors.
2. Electric power service to operate reasonable concession equipment. Food vendor agrees to provide his/her own three-pronged extension cords for power hook-up. Vendors requiring 220-volt electricity must provide their own outlets and plugs. Vendor must apply for hardwiring on provided form.

III. Other provisions:

1. BWAS&F will do its best to provide access for loading and unloading supplies during the day at a location close to the concession areas.
2. BWAS&F assumes no responsibility for loss or damage for any reason to any equipment, supplies, tents, etc. belonging to the food vendor.
3. BWAS&F will do its part to comply with Virginia Green Events guidelines.
4. This agreement is not assignable.
5. Your signature indicates that you have read and agree to all information stated above.

IV. During the term of this agreement (vendor) _____ assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to hold harmless the Contemporary Art Center of Virginia, its agents, servants, employees, officers and directors for penalties for violation of any law, ordinance or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents and employees.

Vendor Name

Company Name

Business Address

Vendor Signature

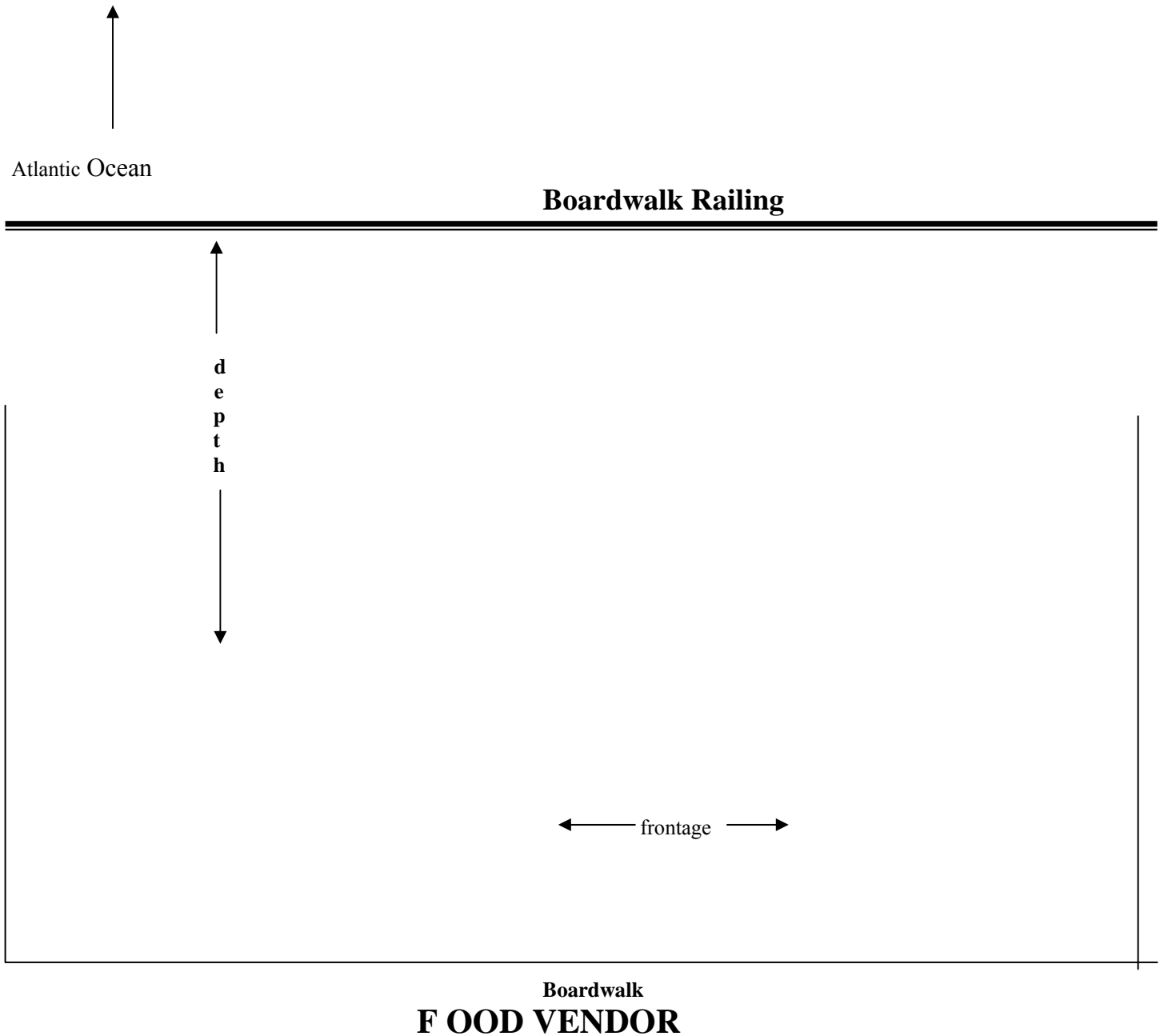
Date

**Return all pages to: [Kyla Hurt, Concessions Chair](#)
[Contemporary Art Center of Virginia](#)
[2200 Parks Avenue](#)
[Virginia Beach, VA 23451](#)**

**Questions? Call Kyla at 757.425.0000 x31 or email to kyla@caev.org.
This completed form is due by February 26, 2010.**

CONTEMPORARY ART CENTER OF VIRGINIA
2010 BOARDWALK ART SHOW★FESTIVAL

CONCESSION SPACE LAYOUT FORM



CONTEMPORARY ART CENTER OF VIRGINIA
2010 BOARDWALK ART SHOW★FESTIVAL

APPLICATION FOR ELECTRICAL & WATER SERVICE

IMPORTANT! Please note that no gasoline-powered generators or compressors will be allowed at the Boardwalk Art Show & Festival. Electrical power will be in place no later than Tuesday, June 15th, 2010.

Each vendor must bring his/her own extension cords. A 3-wire grounded cord is recommended. Cords should be a minimum length of 100'. All extension cords should be appropriate for the equipment being used. There is no 3-phase power available.

Business Name _____

Mailing Address _____

Contact Person _____ Home Phone _____

Cell Phone _____

110 volt a/c power requirements

Type of equipment	Amps	Wattage	Type of plug
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

220-volt a/c power requirements – *Please remember you must bring your own plugs and outlets in order to get 220, unless you prefer hardwiring.*

Type of equipment	Amps	Wattage	Type of plug
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you wish to be hardwired? _____ If so, you must arrive no later than 10 a.m. on Wednesday, June 17th in order for the city electrician to provide this service.

WATER

The Health Dept. requires water for onsite food preparation. Vendor shall provide a food grade water hose (100' minimum).

Do you need running water? _____ Potable water? _____

WASTE WATER AND GREASE DISPOSAL: Holding tanks for both waste water and grease will be available at the event for vendors. Concessions Chairman will advise you of their locations.

This completed form is due back by February 26, 2010.

CONTEMPORARY ART CENTER OF VIRGINIA
2010 BOARDWALK ART SHOW  FESTIVAL

**BOARDWALK ART SHOW & FESTIVAL FOOD VENDOR
PRODUCT AND PRICE LIST**

******NO MORE THAN FOUR FOOD ITEMS WILL BE ALLOWED******

Products Sold	Price
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. (Beverage) _____	_____
6. (Beverage) _____	_____

Once determined, **no other products can be added to this list, nor can prices be changed without express consent of the Concessions Chairman.** Strict adherence to this policy is required. Violation of the policy will result in your disqualification from participation in the Boardwalk Art Show & Festival. In such cases, no refunds will be given. Note changes needed to uphold “Green” standards.

Vendor’s Name (print) _____

Vendor’s Signature _____ Date: _____

**Return all to: Kyla Hurt, Concessions Chair
Contemporary Art Center of Virginia
2200 Parks Avenue
Virginia Beach, VA 23451**

**MAKE A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES BEFORE YOU
MAIL IT!**

Art plays critical role in provoking thought and generating dialogue. The 55th Annual Boardwalk Art Show & Festival’s “Green” initiative aims to generate environmental awareness using the universal language of art as a catalyst for our community to focus on environmental values.

Boardwalk Art Show & Festival will implement the following “green” activities:

Recycling. BWAS&F will provide recycling for its participants. Recycling will be highly visible and made available to the public with clear signage.

- Aluminum Cans
- Plastic Bottles
- Glass Bottles
- Paper
- Cardboard
- Composting of food & other compostable items



No Styrofoam. BWAS&F has eliminated the use of Styrofoam cups and plates. If we have to use disposables, products will be bio-based, paper, or recyclable. See examples of alternatives on these websites: www.worldcentric.org/bio/bagasse.htm & www.ecoproducts.com. We would like to see the use of non-bleached napkins or a supply of cloth napkins. We are suggesting these as *options* for you to help the environment, but *you must comply with the “no Styrofoam” rule.*

Waste Reduction. CAC is committed to reducing the amount of waste generated by the art show overall. *We are encouraging exhibitors and vendors to minimize wastes and provide for recycling of boxes and other set up wastes. We are also encouraging the use of mass-transit and/or carpooling to this event. We hope to offer food items that are sustainable, organic or locally-grown from our food vendors.* (see www.sustainabletable.org)

Other suggestions for the event include using biodegradable forks, knives, spoons, napkins, plates, etc...It is less to landfill and better for the environment. Some helpful websites include:

www.worldcentric.org

www.goinggreensolutions.com

www.greenoffice.com

www.bpiworld.org

www.biocorpusa.com

Also, check out the following link to learn about Paper vs. Styrofoam, vs. Plastic Cups:

www.genexe.com/?p=296

Pollution Prevention Practices For Green Events!

www.deq.virginia.gov/p2/viriniagreen/events.html



“Events” are a major contributor to Virginia’s tourism industry. Like other tourist attractions, events can be thoughtfully planned in order to minimize environmental impacts and help increase environmental awareness. “Greening” your event helps set a great example to your participants and will cast a positive light on your sponsors. Moreover, all of your participants will appreciate your efforts and will hopefully return for the next green event!