



## OLD TOWN ARTS & CRAFTS FESTIVAL

*Hosted by Volunteer Alexandria*

Waterfront Park, 1A Prince Street

### --FOOD TRUCK GUIDELINES --

- All food vendors must fill out and submit the Volunteer Alexandria's application and the applications for permit—one for fire prevention, the other to serve food at special events—**required by the City of Alexandria 30 days in advance.**
- All food vendors are responsible for a **City permit fee of \$40.** Vendors shall submit a separate check payable to "Alexandria Health Department" in the amount of \$40. If you paid the maximum amount of \$100 in City of Alexandria food permit fees within this calendar year and still have your receipt, you can provide a copy of the receipt for that fee with your application and health form and no additional fee is required. A fee is not required for non-profit organizations.
- Food vendors must comply with the Alexandria health and safety codes.
- Food vendors are **not allowed to sell any alcoholic beverages.**
- Volunteers will be available to answer questions and assist vendors as needed throughout the day.
- Each food vendor is personally responsible for the collection and reporting of Virginia Sales Tax where applicable.
- The Fair draws a lot of families with small children. Please keep this in mind as you set up. You are responsible for protecting your food area. Again make sure your area is in compliance with Alexandria code.
- The Fair Committee is not responsible for loss, theft or injury incurred by any food vendor.
- Food vendors are responsible for keeping their area presentable. Trash **MUST BE** picked up constantly – please keep and leave your area trash free. Also ENSURE that napkins, menus, and similar items are restrained so that they do not litter the area.
- Festival is held rain or shine.
- If you have any special needs, please detail on your application.
- The Alexandria Health Department will be out early on the morning of the event to ensure that you are set up properly.

**SET-UP:** All trucks are able to park as early as 10:00 a.m. on Prince Street. Spaces will be labeled by company.

**BREAK DOWN:** The event ends at 6 p.m. All vendors need to complete their break down by 8 p.m. All trash and other waste must be disposed of in the provided trash receptacles. We ask that all vendors keep their area clean.

#### **OTHER IMPORTANT INFORMATION:**

- Volunteer Alexandria is not responsible for ANY theft or personal injuries.
- Public restrooms are located in the Torpedo Factory, 105 N Union St, Alexandria, VA 22314 or at next to Blackwall Hitch at 5 Cameron St, Alexandria, VA 22314.
- General safety precautions must be taken at all times during the Fair.
- Children must be supervised by an adult at all times. Dogs must be on a leash.
- The Fair will be held regardless of weather conditions. There will be no refunds issued due to inclement weather.

**Thank you for your continued support and cooperation to make this event a success!**

**Volunteer Alexandria, a 501(c)3 nonprofit, is a change-maker in Alexandria.** We connect volunteers to meaningful opportunities to affect positive change in our own community. **Your participation helps us connect people to programs that change the world - right here in Alexandria.** By connecting volunteers with meaningful opportunities, our partner organizations can:

- Keep seniors safe by shoveling their walkways and prepare residents for potential disasters
- Deliver meals to home-bound residents
- Teach English as a second language to new immigrants
- Tutor students and coach youth sports
- Organize food donations at ALIVE! food bank and much more

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