



2010 Food Vendor Application

- Event: The 6th Annual Richmond's Original Italian Street Festival
- Date: Saturday, October 2nd and Sunday, October 3RD (Regardless of weather)
- Hours: set-up Friday, October 1, 2010 (10 AM until 7 PM)
 set-up Saturday, October 2, 2010 (8 AM until 10 AM)
 Saturday, October 2, 2010 (11 AM until 8 PM)
 Sunday, October 3, 2010 (11 AM until 6 PM)
- Place: Beautiful Horticultural Gardens at Richmond Raceway Complex
See map on website.
- Your Investment: \$750 For 10x20
 \$500 For 10x10
 \$100 Security deposit for **VENUE CLEANING**
 Area must be clear of grease stains and ALL trash
 (Separate check will be returned upon completion of the
 festival if all rules and regulations are abided by)
- Your Return: 10x20 or 10x10 Square Foot Space **STRICTLY ENFORCED**
 Tents permissible
 5 free worker passes
 Listing on official website
 Festival map recognition
 Name on Festival Banner

Contact Info: **Anthony Spezio AskForAnthony@comcast.net or 804-347-5173**
 Please mail checks to: Richmond Italian Street Festival
 11125 Sterling Cove Dr,
 Chesterfield, VA 23838

Food categories will be limited to 1 selling area. In other words no more than 1 location per individual food item is permitted.

Menu submissions should include one (1) exclusive food item request per category and the additional items you wish to serve.

Applications must be accompanied by fee and proposed menu for approval. Acceptance is not guaranteed until contact by Committee with final ok on menu items.**

Please consider preparing creative and compelling authentic Italian food item additions for this year's festival to further entice the community to experience a true "Taste of Italy"

Menu addition ideas:

- **Seafood dishes**
- **veal dishes**
 - **Veal Parmesan**
 - **Veal Marsala**
 - **Veal Saltimbocca**
- **Chicken**
 - **Chicken Marsala**
 - **Chicken Parmesan**
- **Italian Sausage**
 - **Entree**
 - **Sandwiches**
- **Italian Style American**
 - **Pizza Steak**
 - **Pizza Berger**
 - **Pizza Fries**

***Italian Festival Food Committee will screen applications to ensure food variety and may make suggestion to vendors*

Also note that it is expected that you are prepared to serve the below number of attendees. If you cannot keep lines at a minimum, the exclusive status will be reviewed and you may not be invited back as a vendor.

24-hour Security beginning Friday, October 2, 12:00 pm Expect 15,000 to 25,000 attendees

Rules and Regulations for Food Vendors

1. Applications will be accepted on a first come, first serve basis including returning vendors. Food items submissions should include 1 exclusive item request per category, once that category is filled, it will be closed and applicants will be notified.
2. *No alcohol to be sold by any vendor. No exceptions.*
3. Applications will be approved by the Richmond's Original Italian Street Festival Food Committee.
4. Completed applications and fees are due in full by **August 14, 2010**.
5. Vendors will need to provide cooking equipment (gas grills and ovens permitted).
6. All vendors are responsible for sales tax compliance.
7. Vendors **MUST** remain open during festival hours. **NO EXCEPTIONS**.
8. Vendors must not run out of food.
9. Vendors **MUST** be ready to serve by 10:45 am Saturday and Sunday
10. All vendors must register with the Food Committee prior to set-up. All set-up **MUST** be completed by 10:00 am on Saturday or space will be forfeited. 10x10 or 10x20 space will be strictly enforced.
11. All vehicles **MUST** be out of the festival area by 10:00 am Saturday.
12. Breakdown will begin at 6:00 pm on Sunday and must be completed by 9:00 pm Sunday.
13. Security will be provided. However, the festival committee and its organizers will not be responsible for injuries, losses or damage of any kind.
14. Festival will commence regardless of weather.
15. Music played in food vendor area must be approved by the Festival. Please contact Freddie Corritone at 917-482-4121.
16. Staff must be scheduled for entire festival.
17. All tables **MUST** be skirted or draped.
18. The appearance of the vendor booths will be subject to inspection and approval by the Food Committee. The Food Committee strongly suggests the use of festive decorations and may make suggestions for improvement. Inspection will commence at 10:00 am on Saturday. Our appearance to the community impact the longevity of the festival.
19. Any vendors that sell water will do so at the price of **\$2.00 a 12oz bottle**.
20. Applications must include the following:
(Checklist attached **MUST** be included with application)
 - a. Application fully completed
 - b. Copy of valid health permit
 - c. Copy of insurance certificate
 - d. List of electric needs
 - e. Copy of an approved County of Henrico Food Service Permit or you will be expected to file.
 - f. Complete menu for the festival including prices
 - g. List of persons in charge and contact numbers for the weekend of the festival
 - h. Request for tables, chairs, or tent and additional check or acknowledgement that vendor will provide.
 - i. Submission of proposed decorations for booth
 - j. Make checks payable to Richmond Italian Festival
 - k. Separate checks for entry fee, security deposit, and optional packages

2. The 6th Annual Richmond Original Italian Street Festival

Food Vendor Application

No application will be accepted without a completed checklist, copies of requested items and separate checks for entry fee, security deposit, and optional packages.

Make checks payable to the Richmond Italian Street Festival

Applications and fees will be sent to: **Richmond Italian Street Festival**
11125 Sterling Cove Dr,
Chesterfield, VA 23838

Fees: \$750 For 10x20 vendors
 \$500 For 10x10 vendors
 \$100 Security deposit for street cleaning
 (check will be held and returned upon completion
 of the festival if all rules and regulations are
 followed, subject to Food Committee discretion)
 Optional package including tent, tables, and chairs amount will
 vary. See checklist to calculate amount.

Name _____

Address _____

Telephone _____

Alternate Telephone _____

E-mail _____

Signature _____

*Signature
acknowledges vendor's
agreement with rules
and regulations of the
festival.*

The 6th Annual Richmond's Original Italian Street Festival

Food Vendor Checklist

- Completed Application
- Entry Fee
- \$100 Security Deposit (separate check)
- \$150 Electricity (if applicable)
- Health Permit
- Insurance Certificate
- List of Electrical requirements
- Copy of approved Henrico County Food Service Permit
- Menu with Prices for Festival
- List of Persons in Charge and Contact Numbers for Festival
- Music approval. Code to be given by Freddie Corritone Include here: _____
- Submission of proposed decorations
- No, I do not require an optional package
- Yes, I require an optional package. **See next page for details. (Options due no later than Sept. 2 – No exceptions, Please)**

The 6th Annual Richmond's Original Italian Street Festival

Vendor Additional Package Options – Due No Later than 9/2/10

Indicate below your requested specific items and the quantity. Total your package and enclose 2 separate checks: One for the deposit amount (if you chose a tent) which will not be cashed unless deemed necessary at the end of the festival, and one for the total amount due. Items must be picked up and returned to an area to be announced by Food Committee.

Item	Size	Amount Per Item	Quantity	Subtotal
Chair	1 chair	\$5	_____	_____
Table	8 x 3 ft	\$15	_____	_____
Table and 2 Chairs	Pkg.	\$20	_____	_____
Electricity needed		\$150	_____	_____
Total due			_____	_____