



BURKE CENTRE CONSERVANCY  
**ANNUAL FESTIVAL**

6060 Burke Centre Parkway  
Burke, VA 22015-3702

• Phone: (703) 978-2928

• Fax: (703) 978-1073

• [www.burkecentreweb.com](http://www.burkecentreweb.com)

February 2010

Dear Food Vendor:

Burke Centre's 33rd Annual Festival celebration will be held on September 11-12, 2010. With a limited number of food booth spaces available this year, we encourage you to submit an application at your earliest convenience should you have an interest in participating in our 2010 event. We are seeking applications from experienced, high quality food vendors who offer reasonable prices for their menu items.

Participation is typically quite lucrative for our food vendors. The Burke Centre Festival is one of the most recognized events of its kind in the Northern Virginia area. Thousands of guests visit our Burke Centre site during the festival weekend each year. The number of food booth spaces has been reduced to provide focus on the most requested food items. We also eliminate competition for the same menu items through our selection and requirements process.

The continuing success of our festival is largely due to the wide variety of features and activities offered along with extended guest services such as on-site security, shopper incentive drawings, free shuttle bus service and portable restrooms with working sinks. Although challenging, efforts are also underway to bring an ATM on-site for the event. Participating food vendors will also be welcome to enjoy the following benefits:

- Free breakfast and coffee for all exhibitors on both days
- Large, 16' x 16' booth spaces located next to or nearby designated eating areas
- Increased publicity efforts to include web site promotion for any accepted exhibitors who provide photos and written background statements electronically
- Food vendors purchasing more than one space may request a specific space or location which will be honored whenever possible, on a first come, first served basis

Some additional features include a big arts and crafts show, nationally recognized and local performers, visually dynamic amusement rides, roving characters, pony rides, children's activities, school and scout fund-raisers, and a true sense of community.

Please remember that all vendors are expected to participate during both days of the show. The festival is held outdoors and is a rain or shine event. Due to strict insurance and liability requirements, there is no access available inside Conservancy buildings. Please take a minute to review the reverse side of this letter for other details all food vendors need to know.

Thank you very much for your interest! We look forward to seeing and working with you in 2010! You are encouraged to apply soon to secure your spot and benefit from the early and long-term festival publicity already being generated for the 2010 show. If you have any questions, please do not hesitate to contact us at the Burke Centre Conservancy office, (703) 978-2928, [nancys@burkecentre.org](mailto:nancys@burkecentre.org).

Sincerely,

*The 2010 Festival Team*

## **ADDITIONAL KEY DETAILS BURKE CENTRE FOOD VENDORS NEED TO KNOW:**

- Generators must be rated "NOISE-FREE" for placement in the front, near the artist/crafter area. Vendors using "LOW-NOISE" generators will be considered for placement in the kids' ride area only.
- Access to two Health Department-approved water sources will be provided. Under no circumstances are vendors permitted to make any other arrangements for water (or power) sources, such as nearby homes. NO electricity is provided. Vendors found connecting to Conservancy power outlets will be disconnected and closed for the duration of the festival.
- For public health and safety, the disposal or drainage of oil, grease, etc. on the Festival grounds is strictly prohibited. Vendors may be subject to additional charges for cleaning, and will not be invited back to future festivals for failure to adhere to this policy.
- Vendors may purchase additional space either at the same location to increase the size of the food booth, or at a second, separate booth located elsewhere on the grounds. Each separate booth space request requires an application fee.
- Please check with the Fairfax County Health Department at (703) 246-2444 to ensure all necessary paperwork is accurate and complete when submitting your food vendor application(s) to the Burke Centre Conservancy. Visit <http://www.fairfaxcounty.gov/hd/food/foodpdf/eh24-tempfood.pdf> for more information.
- On Saturday, September 11 only -- during the after-hours Wine Garden concert, all food vendors are welcome to remain open at their discretion past 5:00 PM.



# 2010 Burke Centre Festival FOOD VENDOR APPLICATION

SEPTEMBER 11 & 12, 2010

• 6060 Burke Centre Parkway • Burke, Virginia 22015-3702  
(703) 978-2928 Fax: (703) 978-1073

Please return this form, required documents (i.e., certificate of insurance, health permits, menus, etc.) and application fee to the Burke Centre Conservancy, 6060 Burke Centre Parkway, Burke, VA 22015-3702, Attn: Festival Staff, due no later than July 31, 2010.

BUSINESS/VENDOR NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ DONATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

- COMMERCIAL FOOD VENDOR**       **BCC RESIDENT FOOD VENDOR**       **BCC CIVIC GROUP VENDOR**  
 \$300 per 16' x 16' space      (Non-Commercial) \$200 per 16' x 16' space      (Non-profit) \$100 per 16' x 16' space  
 # of Add'l spots requested \_\_\_\_\_

**FOOD ITEMS/MENUS** – Please list ALL food and drink items you wish to sell during the festival. Include anything you plan to sell and have listed on your menu. Please note that our policy is to prevent food vendors from having to compete with one another at this event. Therefore, vendors may be asked to replace or remove an item(s) from their suggested menu. When listing items, please prioritize your menu using the following chart (attach additional sheet if needed):

MENU ITEMS	PRICE	Please check all that apply to each item.		
		Mandatory Item Must Include (no alt item)	Optional/Substitution Available	No Alternative but will remove

**\*PUBLICITY RELEASE** – When you sign below, you are authorizing the Burke Centre Conservancy to release general information about your business such as name, pictures, logo, address, phone #, etc. to local media representatives upon request. Media reps typically use such information to contact you for feature write-ups in local newspapers or online. **Please initial here to OPT-OUT, which will prevent us from releasing such information to outside media. [ ]**

**\*BECOME A FESTIVAL PARTNER (optional)** – The Conservancy wishes to issue food “vouchers” to special volunteers and staff members during the event. This would allow someone with a voucher to present it at your booth in lieu of payment for a free meal or snack. (Beverages are provided to volunteers elsewhere.) If you choose to participate, your business will be listed as a Festival Partner with our online publicity and in our newsletter. You will receive a logo to display at your booth, indicating to visitors that you are a community supporter. Thank you for your generous consideration, **and initial here to opt-out of this program. [ ]** There is no pressure so please opt out if you prefer!

*If you wish to apply by credit card, please complete this section:*

**VISA**     **MASTERCARD** (please check one)      **TOTAL AMOUNT CHARGED:** \$ \_\_\_\_\_

**CARD #:** \_\_\_\_\_      **EXP DATE:** \_\_\_/\_\_\_    **CVV #:** \_\_\_\_\_ \*

**PRINT CARD HOLDER NAME:** \_\_\_\_\_      **PHONE #:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_      **CITY/STATE:** \_\_\_\_\_

**ZIP:** \_\_\_\_\_ \* CVV # is a security feature; typically the last 3 or 4 digits found on the signature strip of your card.

I have read and agree to abide by the enclosed guidelines, and release the Burke Centre Conservancy, its officers, directors, staff, agents and representatives from any and all liability for changes, loss or injury to any person or goods which may arise from my participation in the annual festival.

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

