



Pre-Qualified Food Truck Application McLean Day 2017

Produced by the McLean Community Center

Saturday, May 20, 2017 – 11 a.m. to 5 p.m.
Lewinsville Park, 1659 Chain Bridge Road, McLean VA 22101

Application Deadline: April 20, 2017 or until filled

Festival held outdoors, rain or shine



As part of the entertainment portion of select McLean Community Center (MCC) special events, MCC contracts food truck service providers as needed to create a comprehensive and professionally produced MCC event. Food truck vendors are selected at the sole discretion of The Special Events Department, consistent with the nature of the event as determined exclusively by the Special Events Manager. MCC's overriding goal is to optimize the community experience taking into consideration the event theme, location and other variables. *Therefore, MCC's notice of requirement is not a guarantee of vendor participation.*

In order to apply as a pre-qualified food truck vendor, applicants must have a record of successful contract performance on a prior MCC Special Events contract within the previous 18 months. Food truck vendors who failed to meet the contract performance standards required for pre-qualification within that timeframe will have been notified in writing by MCC staff, and must apply as first-time vendors using the new applicant form.

This Is Not a Contract

Contact Information:

Organization/Business: _____

Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell: _____ Email: _____

On-Site Event Manager: _____ Cell: _____

Vehicle Type (incl. Length & Width): _____ Plate (Number/State): _____

Restocking Vehicle Type (incl. Length & Width): _____ Plate (Number/State): _____

Service Window opens on the _____ left or _____ right side from the driver's seat?

Contracted food truck space fee (approximately 12x24 for approximate 18' truck) - \$475

- **Whisper quiet generators are required. Food truck must remain within allocated contracted space.**
- **Any food truck set-up items external of food truck must be disclosed at time of application and pre-approved by event management.**
- **Food truck service providers must routinely pass health, safety, and fire standards, and comply with all criteria.**
- **Note: Restocking vehicles must be pre-approved and registered for garden loop parking only.**





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Application submission requirements:

- Complete application. **Incomplete Applications may be returned or rejected.**
- Copy of permit to operate in Fairfax County
- At least three (3) current, clear detailed photos of your food truck, the uniform to be worn by personnel the day of the event, professional signage, and at least three (3) of food. On the back of each photo put your company name and a description of the photo.
- Menu proposal for McLean Day that includes: name of item, description of item size, by weight or volume, and prices of every item to be sold (bottled water is a required menu item).
- Send application packet to:

McLean Community Center

McLean Day Festival Committee

6631 Old Dominion Dr.

McLean, VA 22101

Additional Qualification Requirements:

- Food truck service providers must be current and in compliance with all Fairfax County health, safety and fire standards.
- Application deadline is April 20, 2017 or until filled.
- Selected food trucks contract dissemination via email is April 25, 2017 or until filled.
- Signed contract and payment are due by May 1, 2017.
- **MCC Board Members, their immediate families as well as MCC staff and their immediate families shall not be approved as for-profit food truck vendors at MCC events or MCC sponsored events. Nor shall any revenue derived from any food truck sales inure to their benefit.**

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