



**New Vendor 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 Event Staff. 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.**

**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.**

**Note: Restocking vehicles must be pre-approved and registered for garden loop parking only.**

**Menu Proposal:**

Item	Description	Weight/Volume	Price
Bottled Water	Requested		







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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) 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. Photos must have been taken within the last 60 days, must not have been augmented or altered, and reasonably representative of the condition of the truck the day of the event.
- 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).
- Provide at least three (3) references\*\* from producers of festivals that draw a minimum of 10,000 people per day which includes:
  - Name of event
  - Name and contact information of event coordinator/on-site manager (Letters of reference on festival letterhead with official contact information is preferred if available)

\*\* MCC reserves the right to consider online and other public source vendor reviews in addition to the vendor provided references in its evaluation of vendor suitability.

- 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 permits, licenses and inspections and 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.
- A responsible adult at least 18 years of age must remain in the immediate vicinity of food truck space.
- **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.**

(Page 3 of 3)

