



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: March 1, 2017
Festival held outdoors, rain or shine



Come join us! Food truck service providers are independent service contractors who represent both the McLean Community Center (MCC) and themselves in creating a comprehensive and professionally produced MCC event. The Special Events department makes all determinations concerning the awarding of contracts.

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	Required		





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Food truck service providers must routinely pass health, safety, and fire standards, and comply with all criteria.

Submit the following:

- 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, uniformed personnel, 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).
- If not a past food truck participant at McLean Day, please provide three (3) references from producers of festivals that draw a minimum of 10,000 people per day which include:
 - Name of event
 - Name of event coordinator/on-site manager
 - Contact email address, business phone, and/or cell phone
 - Letters of reference on festival letterhead with official contact information included are preferred if available
- Send application packet to:
McLean Community Center
McLean Day Festival Committee
1234 Ingleside Avenue
McLean, VA 22101

Important Conditions:

- Contractual terms and conditions will apply.
- Selection of food trucks is based on overall festival offerings, menu items, as well as quality and value to patrons.
- Food truck service providers must exhibit professionalism and courtesy in all aspects of dealing with event patrons and staff.
- Menu must be of professional quality and prices must be visible to customers before standing in line. Sold out items must be deleted from the menu list immediately.
- A responsible adult at least 18 years of age must remain in the immediate vicinity of food truck space.
- Food truck service providers are responsible for all Fairfax County Health and Fire Marshal permits, fees, licenses and inspections.
- A group LPG gas permit will be obtained by MCC for all food service providers.
- Application deadline is February 28, 2017 or until filled.
- Selected food trucks will receive contracts via email by March 14, 2017.
- Signed contract and payment are due by March 21, 2017.

