



FOOD VENDOR INFORMATION

Please complete and return the Food Vendor Information Form along with your payment, a completed Sponsorship Agreement (indicating whether you are a Chamber Member Exhibit Booth or Future Member Exhibit Booth Sponsor) and a signed Rules & Regulations Agreement.

All items must be submitted to the Greater Reston Chamber of Commerce no later than Friday, May 12, 2017. Your application cannot be complete without receipt of requested information, documents, and payment.

Taste of Reston 2017 rental fees are as follows:

BOOTHS:

Early Booth Fees! Register by March 17, 2017 and SAVE!

Chamber Members (\$650) Future Chamber Members (\$850) – ask about membership to save!

After March 18, 2017

Chamber Members (\$750) Future Chamber Members (\$1000) – ask about membership to save!

ELECTRICITY:

2 Outlets with a maximum of 20 amps (\$250)

Each additional request - maximum of 4 outlets or 40 amps (\$100) x # of Outlets

Must make special arrangements for additional outlets or amperage (blenders, refrigerators or any appliance over 15 amps)

CHECK LIST:

The following items must be submitted to the Greater Reston Chamber of Commerce by Friday, May 12, 2017 to maintain your reservation:

- Completed Food Vendor Information Form
- Completed Electrical Needs Form (if electricity is desired)
- Completed Rules & Regulations Signature Form
- Health Permit Credentials: Please contact *FAIRFAX COUNTY HEALTH DEPARTMENT FOOD SAFETY SECTION 10777 MAIN STREET, SUITE 111 FAIRFAX, VA 22030 703-246-2444*
- Certificate(s) of Insurance: provide **two** (2) copies to the Greater Reston Chamber of Commerce listing the appropriate holder (see #9 in "Rules and Regulations")

The final packet of event materials will be emailed to your designated point of contact listed on your application during the week of June 5, 2017.



GREATER RESTON CHAMBER OF COMMERCE

1886 Metro Center Drive, Suite 230 Reston VA | T: 703.989.9234

E: Lesley@M-B-Logistics.com | www.RestonChamber.org | www.RestonTaste.com



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FOOD VENDOR INFORMATION

FOOD VENDOR AGREEMENT

Taste of Reston 2017, produced by the Greater Reston Chamber of Commerce, will be held on Friday, June 16 and Saturday, June 17, 2017. Because this is an outdoor event which is subject to sudden changes in the weather, including thunderstorms, high winds, etc. you specifically agree that no refunds will be made as a result of inclement weather during Taste of Reston 2017. As a condition of the Chamber's acceptance of our reservation you must sign the Taste of Reston 2017 Rules & Regulations Agreement and return them to GRCC.

I AM COMMITTING TO THE FOLLOWING PARTICIPATION LEVEL: (Please check all that are applicable)

Early Booth Fees! Register by March 17, 2017 and SAVE!

- Chamber Members (\$650) Future Chamber Members (\$850) – ask about membership to save!
- After March 18**
- Chamber Members (\$750) Future Chamber Members (\$1000) – ask about membership to save!
- My restaurant is a current Boston Properties tenant at Reston Town Center.

I WOULD LIKE ELECTRICITY AVAILABLE TO ME AT TASTE OF RESTON: (Please check all that are applicable)

- 2 Outlets (\$250) - 20 AMPs Total Each Additional Outlet (\$100) x _____
- I will not need electricity provided (Maximum of 20 AMPs per outlet)

Company Name (as you wish it to appear in all printed and electronic materials)

Address

Authorized Contact Name

Cardholder Contact Name

Phone

Phone

Fax

Fax

Email

Email

Company Website

Authorized Signature

METHOD OF PAYMENT

- Check (Make payable to the Greater Reston Chamber of Commerce)
- Send Invoice
- Visa Master Card American Express Card# _____

Exp. Date _____ Name as it appears on card _____

CVC # _____ (typically found on back of card) **Cardholder Signature** _____

Please email this agreement and the signed Rules & Regulations Agreement to Lesley@m-b-logistics.com to hold your sponsorship, and mail the originals along with full payment to: Greater Reston Chamber of Commerce, ATTN: Taste of Reston, 1886 Metro Center Drive Suite 230, Reston, VA 20190. If you have any questions, please contact Lesley Green at 703.989.9234.

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FOOD VENDOR INFORMATION

FOOD VENDOR MENU DESCRIPTION

Participating Vendor _____

Primary Contact _____

Phone _____ Fax _____ Email _____

****MENU SELECTIONS**

(Please enter items as you would like them listed in event promotional materials, using no more than 3 words per item. All beverages will be sold through Taste of Reston Beverage Booths.)

- Menu items must be priced from 1-5 tickets per item.
- All Taste of Reston tickets are valued at \$1.00 each.
- Food Vendors must agree to sell SAMPLES, not full meals, (3 oz. maximum size.)
- All booths must have their menu selections and pricing displayed.
- Limit menu to include only ONE item at 5 tickets and ONE menu item at 4 tickets. Other items must be 3 tickets or less.
- The completed Menu Description Form is due with the application. Any changes to the menu must be submitted in writing via email to Lesley@m-b-logistics.com.

- | | | |
|----------|----------------------------|---------|
| 1. _____ | No. of Tickets (1-5) _____ | 5 _____ |
| 2. _____ | No. of Tickets (1-4) _____ | 4 _____ |
| 3. _____ | No. of Tickets (1-3) _____ | _____ |
| 4. _____ | No. of Tickets (1-3) _____ | _____ |
| 5. _____ | No. of Tickets (1-3) _____ | _____ |

Will you need electricity to be provided by GRCC?

_____ Yes (Please fill out the Electrical Needs Form) _____ No

Will you have an oversized vehicle?

_____ Yes _____ Size of vehicle (Please attached photo of vehicle) _____ No

****Will you be utilizing a charcoal or butane/propane grill to prepare your menu items?** _____ Yes _____ No

• If you check "No" or leave this question blank you will not be provided with additional space for a grill.

- Food vendors must provide their own grill and cooking items for use during this event.
- Any food vendor utilizing a grill during this event must also have a class K fire extinguisher (Rating: 2A20BC) available within the designated booth.
- All booths must have their menu selections and pricing displayed.

******* Check out the what is **NEW for 2017** in Rules and Regulations

I HAVE READ AND WILL ADHERE TO THE SAFETY ISSUES ATTACHED, AS OUTLINED BY THE FIRE MARSHAL, FOR TASTE OF RESTON 2017.

Authorized Signature

**** Required information for application to be considered complete.**

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FOOD VENDOR INFORMATION

WINE ‘N DINE:

EXCLUSIVE FOOD VENDOR COOKING DEMONSTRATION OPPORTUNITY

Saturday, June 17, 2017 from 12:00pm – 6:00pm

Please note that participating in Wine ‘n Dine is exclusive to restaurants participating in Taste of Reston.

I would like to sign up for Wine ‘n Dine on June 17, 2017.

Participating Vendor _____

Primary/Logistical Contact _____

Phone _____ Fax _____ Email _____

Chef’s Name _____

Chef’s Email _____

Chef will Prepare _____

Preferred Time Slot: _____ 1:00pm _____ 2:00pm _____ 3:00pm _____ 4:00pm _____ 5:00pm

Time slots are not guaranteed, an email with detailed demo time will be emailed the week of June 5, 2017.

Please email chef’s bio to Lesley@m-b-logistics.com no later than June 5, 2017.

Will you need electricity to be provided by GRCC?

_____ Yes (Please fill out the Electrical Needs Form) _____ No

Electricity will be provided by Taste of Reston for cooking demonstration at Wine n Dine.

Will you be utilizing the stove provided by Taste of Reston? _____ Yes _____ No

WINE ‘N DINE COOKING DEMONSTRATION INFO

- Grill/cooking stove will be provide by Taste of Reston for cooking demonstration at Wine n Dine.
- Paper products will be provided by Taste or Reston for cooking demonstration at Wine n Dine.
- Participating Wine n Dine Restaurants are expected to provide samples for 75 – 100 tastings.

I HAVE READ AND WILL ADHERE TO THE SAFETY ISSUES ATTACHED, AS OUTLINED BY THE FIRE MARSHAL, FOR TASTE OF RESTON 2017.

Authorized Signature

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RULES & REGULATIONS AGREEMENT

ELECTRICAL NEEDS FORM

Yes, my booth needs electricity. No, my booth does not need electricity.
(Do not complete/sign this page if no).

Electricity will be available for vendors from their vendor booth(s) upon request with additional cost. Vendors will have access to 20 AMP power outlets. 20 AMP power outlets will supply power for appliances that equal up to a total of 20 AMP's. The following list shows the standard AMP for various appliances:

Common Devices and Their Loads (120v): 100 Cup Coffee Pot 13.75 amps, Commercial Blender 12.5 amps, 170k BTU Heater 12.5/5.5 amps, 300 watt Gel Spot 2.5 amps, Dixie Light Strand 1.66 amps, Globe Light Strand 3.33 amps, 12" Pole Fan 1.1 amps, 30" Pedestal Fan, 0/2.3 amps, Popcorn Machine 11.2 amps, Sno-Cone Machine 7.0 amps, Frozen Drink Machine 12 amps, PortA Cool 5 amps.

Participating Vendor _____
 Primary Contact _____
 Phone _____ Fax _____ Email _____
 Address _____
 City _____ State _____ Zip _____

Electricity Cost: \$250 first 20 AMPs \$100 for each additional 20 AMPs needed. Please submit a special request for special electrical needs i.e. appliances carrying more than 20 AMPs. If it is determined by our electrician that more power is required at your booth, an additional cost will be applied with payment required immediately.

LIST OF ITEMS

Please list all appliances that are to be plugged in an electrical outlet. (20 amps / 2 outlets)

(Please understand: 20 AMPs total/outlet - Penalty fees will apply)

- 1. _____ Amps _____
- 2. _____ Amps _____
- 3. _____ Amps _____

Please use additional paper for other appliances needing power.

I understand electricity needs must be ordered through the Greater Reston Chamber of Commerce as this is the only electricity allowed to flow through the event. I further understand my vendor booth may not provide electricity through my own resources - all electricity must be through the event. There is a maximum electrical demand of 20 AMPs per outlet (Unless special agreements are made with GRCC). Said limits are final and non-negotiable. Those who violate any of the said limitations will be fined \$200 to come out of the Participants 60% event revenue payout or to be charged to credit card made available by sponsors. Electricity must be paid for by credit card for all non-food vendor participants. I UNDERSTAND THE IMPORTANCE OF GIVING ACCURATE INFORMATION FOR THE ELECTRICAL NEEDS WITHIN MY BOOTH. BY SIGNING BELOW I AM STATING THAT THE ABOVE INFORMATION IS BOTH ACCURATE AND CORRECT.

METHOD OF PAYMENT – 50% minimum deposit due when submitting application

- Check (Make payable to the Greater Reston Chamber of Commerce)
- Send Invoice (for remaining amount due)
- Visa Master Card American Express

Card# _____ Exp. Date _____

Name as it appears on card _____ CVC # _____
(typically found on back of card)

Authorized Cardholder Signature _____

Please email this form and the signed Rules & Regulations Agreement to Lesley@m-b-logistics.com, and mail the originals along with full payment to: Greater Reston Chamber of Commerce, ATTN: Taste of Reston, 1886 Metro Center Drive, Reston, VA 20190. If you have any questions, please contact Lesley Green at 703.989.9234.

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RULES & REGULATIONS AGREEMENT

RULES AND REGULATIONS, PAGE 1 OF 6

Taste of Reston, produced by the Greater Reston Chamber of Commerce, will be held on Friday, June 16, 2017 and Saturday, June 17, 2017 at the Reston Town Center. The event will be open to the public from 3:00 -11:00 PM on Friday and Noon - 11:00 PM on Saturday. Food service may end between 10:00 PM and 11:00pm, however, trucks will not be allowed on the streets until after 11:00 PM.

DEFINITIONS USED HEREIN

GRCC Greater Reston Chamber of Commerce.

RTC Reston Town Center, LLC; Boston Properties; B&B Portfolio JV, LLC; Reston Urban Core Association; Reston Town Center Joint Committee; One Freedom Square, LLC.

Participant Each person, organization, retailer, food & beverage vendor that has made application for space, at Taste of Reston 2017, by executing a Food Vendor Application or a Sponsorship Agreement Form.

Facility Reston Town Center.

1. DEADLINE FOR PARTICIPATION

If you have participated in the event in the past, the deadline to exercise first right of refusal to participate is February 28, 2017. Thereafter space will become available on a first-come first-received basis.

If you are new to the event and have not participated in the past, applications will be accepted from February 1, 2017 – May 17, 2017. It is possible limited booth space may be available after May 17, please call Lesley Green for availability.

The completed paperwork for all participating Taste of Reston 2017 applications, fulfilling the conditions herein, must be submitted for review no later than May 17, 2017, to the Greater Reston Chamber of Commerce (referred to hereafter as GRCC). Booth space will be confirmed once full payment, the signed Sponsorship Agreement, Rules & Regulations Agreement, and, if applicable, the Food Vendor Information Form have been received by GRCC. These documents are due no later than May 17, 2017.

Booth space for this event is limited and Participant specifically understands that there may be no more space available by the time it submits all paperwork and payment even if all submissions and compliance are timely.

GRCC reserves the right to accept or deny any application submitted for participation in GRCC's Taste of Reston in its sole and arbitrary discretion. Please note that we strive to maintain a balanced representation of industries among our participants. You will be notified of your acceptance via email.

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RULES & REGULATIONS AGREEMENT

[RULES & REGULATIONS, PAGE 2 OF 6]

2. ASSIGNMENT AND USE BY OTHERS

Participant space is restricted to one organization per space and the participant may not assign its space or permit any other person, firm or organization to use any part of such space without the express written permission of GRCC.

3. CANCELLATION

GRCC's Taste of Reston 2017 is a rain or shine event and no refunds or cancellation of authorizes charges will be made due to cancellation of the Event or any portion thereof due to inclement weather or any other cause not within the control of the GRCC. Written requests for refunds delivered to GRCC prior to May 13, 2017 will be honored. Therefore all deposits are non-refundable after May 13, 2017 and all authorizations for charges non-cancellable.

4. SETUP

Participant set up time is on Friday, June 16 from 11:00 AM - 2:00 PM and Saturday, June 17 from 7:00 AM - 10:00 AM. All production vehicles must be removed from Market Street by 2:00 PM on Friday and 10:00 AM on Saturday. Vehicle access to tents during the event will not be available. A final packet of logistical information will be emailed to the main point of contact listed on application during the week of May 30, 2017

5. DURATION OF THE EVENT

All tents located along Market Street must be staffed Friday from 3:00 - 11:00 PM, Saturday from Noon - 11:00 PM. Wine 'n Dine participants will be notified of logistics during the week of May 30, 2017.

6. BREAK DOWN

GRCC's Taste of Reston ends at 11:00 PM on Saturday, June 18, 2017. Vehicle and other access to Market Street and all blocked off streets for breakdown will be determined by Town Center Security (in light of existing conditions at approximately 11:30pm).

7. TENTS

Each Food Vendor Participant booth (tent) will be equipped with two (2) eight-foot tables, disposable table cloths and a trash can w/liners. Food Vendors that plan to use a grill must provide all the necessary equipment (grill, charcoal, etc.) and indicate on Application. All grills must be placed outside the tent between booths. (Refer to your Food Vendor Application and Menu Selection Form for details and certain restrictions that will apply).

Sponsor Booth (tent) will be equipped with one (1) eight-foot table and two (2) chairs in addition to the 10x10 tent. Solicitation of attendees must be conducted within the designated 10'x10' booth space. All participant supplies and signage must remain within the designated 10'x10' booth space.

8. CODE COMPLIANCE

Food vendor participant is required to adhere to all laws and provisions established by the Commonwealth of Virginia, Fairfax County, including the Fairfax County Health Department, and the Fairfax County Fire and Rescue Department – Office of the Fire Marshal, and all other federal, state and local laws, rules and regulations applicable to its business and the Taste of Reston 2017 event.

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RULES & REGULATIONS AGREEMENT

[RULES & REGULATIONS, PAGE 3 OF 6]

9. CERTIFICATE OF INSURANCE REQUIREMENTS

Participant must assume responsibility for, and agree to indemnify and hold GRCC, Reston Town Center and their respective officers, owners, employees and agents harmless from any liability or expense, including governmental charges or fines and attorney's fees, in connection with any and all claims, demands and causes of action, created by, arising out of or resulting from (i) Participant installation, removal and maintenance of space and supplies; (ii) Any goods, products, samples or souvenirs made available by participant; (iii) Participant activities at the Taste of Reston 2017 and occupancy or use of the facility or any part thereof. By executing the Food Vendor Application or Sponsorship Agreement Form and this document, Participant warrants that it has and shall maintain in full force and effect through the dates of the GRCC's Taste of Reston 2017 comprehensive general liability insurance, with coverage including personal injury, broad form property damage, contractual liability, operations hazard, and products liability, in limits of not less than \$2,000,000 which insurance specifically covers all Participant activities on or off site of the facility and related to the GRCC's Taste of Reston 2017 event.

Minimum Limits of Insurance

Participant shall maintain limits no less than:

General Liability \$2,000,000 Per Occurrence for Bodily Injury and Property Damage
 \$2,000,000 General Aggregate

Note - these limits can be obtained through a combination of general liability and excess liability insurance.

Required Additional Insured Endorsement

Participant must deliver TWO separate certificates of insurance to GRCC. The insurance policy must be endorsed to show the following parties as additional insured.

COI #1 Should carry the following information:

DESCRIPTION	GRCC, its officers, directors, employees, successors and assigns.
HOLDER	Greater Reston Chamber of Commerce, 1886 Metro Center Drive Suite 230 Reston, VA 20190

COI #2 Should carry the following information:

DESCRIPTION	Reston Town Center, LLC; B&B Portfolio JV, LLC; Boston Properties; Reston Urban Core Association, Inc.; it's officers, directors, employees, successors and assigns, the Reston Town Center Joint Committee, it's officers, directors, employees, successors and assigns. One Freedom Square, LLC; its officers, directors, employees, successors and assigns.
HOLDER	Reston Town Center, LLC 1818 Library St, Suite 400 Reston, VA, 20190

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RULES & REGULATIONS AGREEMENT

[RULES & REGULATIONS, PAGE 4 OF 6]

10. FOOD VENDOR MENU SELECTION & BEVERAGES

There are no restrictions on the cuisine that you can feature at this event, however, selections should be coordinated with the Taste of Reston Committee to avoid duplication (refer to your Food Vendor information form for details and certain restrictions that will apply) Menu selection must be limited to include only ONE item at 5 tickets; ONE item at 4 tickets, and THREE items at 3 tickets or less. Menu selection form is due with the application. Any changes made to the menu must be submitted via email to Lesley@m-b-logistics.com.

NEW for 2017: Food vendors are encouraged to sell BEVERAGES.

11. TICKET SALES, PROCEDURES AND MEETING FOR FOOD VENDORS

GRCC will handle all cash transactions for Taste of Reston 2017. No cash transactions are allowed on premises, other than at designated Taste Ticket Booths and Wine 'n Dine Market Place Vendors all located within the same area of the Taste of Reston event on Saturday, June 18, 2017.

Attendees will give Taste Tickets to Food Vendors, valued at \$1 each, in exchange for food & beverage service. If possible, collected tickets should be bundled into groups of 50 to facilitate ease of collection and accounting issues during the event. If tickets are not bundled into groups of 50, participant will lose the right to dispute the final ticket total, which will be tallied by the Chamber with a scale/weight ticket system.

Booth space includes a 10' x 10' white tent, two 8' tables with disposable cloths, trash can with liners, booth identification sign, listing on the events brochure.

NEW for 2017:

- **Food Vendors are welcome to bring their branded tents! (Tent use pending tent approval from event, must submit picture of tent with application.)**
 - **Food vendors are encouraged to sell NON-alcoholic BEVERAGES.**
 - **Percentage scale based value of tickets (ticket value \$1)**
 - o **Receive 60% of value of tickets collected from your booth over \$5000**
 - o **Receive 70% of value of tickets collected from your booth \$4999 and under**
-
- Booth space will be confirmed once full payment and food vendor application has been received. REMAINING DOCUMENTS ARE DUE NO LATER THAN MAY 17, 2017.
 - Cash transactions are not permitted anywhere on the premises during this event, outside of the official Taste of Reston Ticket Booths.

The final packet of event materials will be emailed to the designated point of contact listed on your application during the week of June 5, 2017 .

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RULES & REGULATIONS AGREEMENT

[RULES & REGULATIONS, PAGE 5 OF 6]

12. EVENT CLEAN UP

Food vendor participant will not be allowed to dump grease or any other debris on the street or into the curbside storm water drain at any time. Participant must make arrangements to dispose of grease and any other materials in the dumpsters or receptacles provided for such purpose.

Any Participant that fails to clean up their individual booth or abide with the rules and regulations stated herein, will forfeit the opportunity to participate in next year's event and shall be fully and solely liable for the cost incurred in any such clean-up or repairs. In cases where cleanup and/or damage repair is required, the cost incurred will be deducted from the Participant's share of the net proceeds before the Participant's final check can be issued, however, Participant shall pay any balance still remaining due for such clean-up or repair costs within ten days of the event. Each Participant authorizes GRCC to issue a charge against its credit card for any cleanup and/or damage repair expense for which GRCC is not fully compensated by the Participant's share of the net proceeds, if any, to which it otherwise may be entitled. Any items left by the participant will be deemed as trash and disposed of appropriately and immediately.

13. SALES TAX

It will be the responsibility of each food vendor participant to comply with all federal, state and local tax ordinances. Sponsor participants, other than Food Vendors, may not sell or raffle any items during the event.

14. ELECTRICITY

Electricity will be made available to vendors at the vendor's booth(s) for an additional cost by completing the electrical needs form. Vendors will have access to 20 AMP power outlets. 20 AMP power outlets will supply power for appliances that equal up to a total of 20 AMP's. The following list shows the standard AMP for various appliances. If it is determined by our electrician that more power is required at your booth, an additional cost will be applied with payment required immediately.

Common Devices and Their Loads (120v):

100 Cup Coffee Pot 13.75 amps, Commercial Blender 12.5 amps, 170k BTU Heater 12.5/5.5 amps, 300 watt Gel Spot 2.5 amps, Dixie Light Strand 1.66 amps, Globe Light Strand 3.33 amps, 12" Pole Fan 1.1 amps, 30" Pedestal Fan, 0/2.3 amps, Popcorn Machine 11.2 amps, Sno-Cone Machine 7.0 amps, Frozen Drink Machine 12 amps, Port A Cool 5 amps.

Electricity Cost: \$250 first 20 AMPs \$100 for each additional 20 AMPs needed. Please submit a special request for special electrical needs i.e. appliances caring more than 20 AMPs.

Electricity needs must be ordered through and supplied by GRCC as the exclusive supplier for the event. Vendors may not utilize a generator or otherwise provide electricity through their own resources. All non-food vendor participants must authorize a credit card charge for electricity charges. All food vendor participants authorize GRCC to deduct the cost of electricity from their share of the value of the tickets collected from their booth. Those who violate any applicable limitations authorize a charge of \$200 to come out of the Participants' 60% event revenue payout of to be charged from the credit card made available by Participant.

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RULES & REGULATIONS AGREEMENT

[RULES & REGULATIONS, PAGE 6 OF 6]

15. BOOTH PARTICIPATION RESTRICTIONS

Participants are encouraged to market their business to attendees by distributing promotional materials. Balloons may be used for display purposes, but may not be distributed to event attendees. All balloons must be popped and discarded at the end of the event.

Event signage is the property of GRCC and must remain in the designated hanging location within the booth throughout the event.

No goods or services, including tickets, or promotions of any kind may be held for sale or sold by non-food vendors from your booth.

Solicitation of attendees must be conducted within the designated 10'x10' booth space. All participant supplies and signage must remain within the designated 10'x10' booth space.

16. EVENT T-SHIRTS

Sponsors receive a designated amount of event t-shirts based on sponsorship level chosen. Final t-shirt confirmation of sizes and number of shirts (not to exceed sponsorship level) will be due to the event no later than May 30. T-shirts will be available based on the sponsor data collected.

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RULES & REGULATIONS AGREEMENT

Participant hereby acknowledges it has read, fully understands and agrees to abide by all rules and regulations for GRCC's Taste of Reston 2017. Participant further acknowledges the signature below is from an authorized agent of participating company.

Signature of Authorized Agent for Participant

Signature of Authorized Agent for GRCC

Printed Name

Printed Name

Company Name

Greater Reston Chamber of Commerce

Date

Date

PLEASE RETURN TO

Greater Reston Chamber of Commerce
Attn: Lesley Green
1886 Metro Center Drive
Suite 230
Reston, VA 20190
T: 703.989.9234

Lesley@m-b-logistics.com

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