



워싱턴지구한인연합회
The Korean American Association of
Greater Washington Metropolitan Area

2025



Eastgate Square: 4251 John Marr Dr, Annandale VA 22003 5/17-5/18/2025

SPONSOR & VENDOR application

Deadline: Wednesday, April 30, 2025

(All applications must be accompanied with a check or money order for the full payment.)

[] SPONSOR [] FOOD(F) [] NON-Food(NF) [] Food-TRUCK(FT) [] Non-Profit/No Sales(NP)

Company Name: _____

Contract Person: _____

Address: _____

City: _____ State /Zip Code: _____

Work Phone / Fax: _____

Cell Phone: _____

Email: _____

Website: _____

Emergency Contact name/number: _____

Benefits & Levels	PLATINUM	GOLD	SILVER	BRONZE	FRIENDS	Program Sponsor	Booth Space
Sponsorship & Booth Fee	\$ 30,000	\$ 20,000	\$ 10,000	\$ 5,000	\$ 3,000	Call	\$ 1,000
Booth-Provided	10'X10'	10'X10'	10'X10'				
Stage Introduction	√	√	√			√	
Stage Banner (Front)	√	√					
Stage Banner (Street)	√	√	√				
KORUS Street sign AD	√	√	√				
KORUS Posters/Flyers	√	√	√	√			
Newspaper & Media AD	√	√	√	√	√		
Booth Name Banner	√	√	√	√	√	√	√
Emcee Introduction	√	√	√	√	√	√	√
KORUS Brochure/SNS AD	√	√	√	√	√	√	√
Appreciation Certificate Award	√	√	√	√	√	√	√

USE of Generators Require a Pre-approval. Request for Generator Use: Yes [] No [] Initials _____

Generators shall be 5000 watts or less. See Fire department details. (vendor Req.)

Propane Use: _____ [size and how many]

Food Vendors MUST submit MENU and Price: [Attach separate sheet – 4 items per vendor limit.]

KORUS reserves the right to limit food vendors from selling duplicate items.

I, the undersigned, verify that I'm the legal representative for the vendor listed in this application. I agree to abide by all terms and conditions of "Vendor Requirements" of KORUS Festival and further agree to indemnify and hold harmless KAGW and KORUS Festival, their officers, agents, employees, and volunteers from and against any and all liability for damage, injury, or loss to any person or goods for any reason.

Applicant Name

Signature & date

Check Payable to: KAGW

Mail to: c/o KORUS, 7535 Little River Tpke, Ste. 101-A, Annandale, VA 22003

Questions Contact: info@KoreanAssociation.org (703) 625-9552 (703) 507-8221

Eastgate Square 4251 John Marr Dr. Annandale, VA 22003

May 17th (Sat) 11:00am-9:00pm – Ceremony 6PM

May 18th (Sun) 11:00am-7:00pm

VENDOR REQUIREMENTS

Compliance is mandatory for all participating vendors. Rain or Shine event.

BOOTH SPACE: 10'x10' space. BRING YOUR OWN tent, 2 x 6' tables, and 4 chairs. Set up begins at 1:00PM. Fire Marshall and Health Department inspection between 3:00PM to 5:00PM.

[Tent must be Fire retardant and NFPA701 Flame Certified or CPAI-84 Flame retardant seal marked and have certification on site or on the tent]. Setup Set up 4-hour before and clean up by 2-hour after the event.

ELECTRICAL & SPECIAL AMUSEMENT DEVICE PERMITS. Bring your own generator. The use of an **electrical generator 6500 watts or greater** and/or the installation of temporary electrical wiring, circuits, and equipment may require an electrical permit and inspection. Call Fairfax County 703-222-0801 option 2 for further assistance.

Liquefied Petroleum Gas (LPG) / PROPANE. An [operational permit](#) (i.e., FPCP) is required for the handling, storage, and use of LPG outside **where the quantity is greater than 10 gallons** aggregate; e.g. more than two, twenty pound cylinders.

Grills with open flames must be outside tent. Propane Tank exchange at the Home Depot contains approximately 15 lbs. propane. [ex. 8.34 lbs = 1 gallon]

Equipment: Food Vendors (onsite cooking) Bring your own **propane tanks** (with current hydro date 12 years from the date manufactured or 5 years from last requalification); Propane tank **hose must be at least 10'-0"** and tank must be secured with milk crates, **Fire extinguishers** (with current inspection **tag validated within past 12 months**), and **extension cords (20 ft./U.L. listed and rated for outdoor use)**.

Supplies: Food Vendors must bring their own trash cans, liner, water, ice, rinsing station, and compostable ware for serving food.

Proceeds: ALL VENDORS keep all proceeds from sales and shall be responsible to pay sales tax.

Application Deadline: APRIL 30, 2025, Wednesday.

Menu: KORUS reserves the right to limit FOOD Vendors from selling duplicate items.

Beverages: The selling of alcoholic beverages is PROHIBITED. Vendors are allowed to sell non-alcoholic beverages only.

Setup/Teardown: Setup begins at 7AM 5/17 Saturday and Tent must be down by 9PM 5/18, Sunday. Booth space shall be confirmed by 5/10/2025.

Parking: OPEN Parking.

Signage: Vendors are responsible for providing their own professional signage. Handwritten signs are not allowed. Menu items and pricing must be displayed.

Permit: FOOD Vendors MUST obtain a Temporary Food Permit from the Fairfax County Health Department and can take up to 30 days. Permits must be displayed for an inspection.

Insurance: ALL Vendors must provide a copy of the Certificate of Insurance naming KAGW as additional insured.

Taxes: Vendors are responsible for collecting, reporting, and paying VA state sales tax.

Refund: Application fee is Non-refundable. This is an outdoor event, Rain or Shine!

KORUS reserves the right to refuse ANY application.

Trash and Oil: Bring your own trash containers. Bag your trash tight and Dump your own trash at designated Trash dumpster located next to SPA store side street. You may NOT dispose of used cooking oil or rinsing water in the dumpster!

Relocation: Trading/relocating assigned booth spaces is NOT allowed without prior written consent from KORUS. DO NOT extend beyond your space.

Inspections: The Fairfax County Fire Marshall and the Health Department will conduct on-site inspections to check permits and ensure that guidelines/regulations are followed.

Failure to meet these guidelines/regulations will lead to removal from the event with NO refund.

Questions Contact: info@KoreanAssociation.org (703) 625-9552 or (703) 507-8221