

5/3(Fri) ~ 5/5(Sun)



워싱턴지구한인연합회
The Korean American Association of
Washington Metropolitan Area



Eastgate Square : 4251 John Marr Dr., Annandale, VA 22003

SPONSOR & VENDOR APPLICATION

Deadline: Monday, April 15, 2024

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

SPONSOR FOOD (F) NON-FOOD (NF) FOOD-TRUCK (FT) NON-PROFIT / NO SALES (NP)

Entity Name: _____ Contact Person: _____

Address: _____ City: _____ State / Zip : _____

Work : _____ Cell Phone: _____

Email: _____ Website: _____

Emergency Contact (name/no): _____

Benefits & Levels	PLATINUM	GOLD	SILVER	BRONZE	FRIENDS	FOOD	NON - FOOD
FEE	\$30,000	\$20,000	\$10,000	\$5,000	\$3,000	\$1,500	\$1,200
Booth-Provided	10' X 10'	10' X 10'	10' X 10'				
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 and/or Propane Require Pre-approvals. (refer to Vendor Requirements for details)

Generator: Yes [] Initials _____ Propane: Yes [] Initials _____. [size & quantity]

Food Vendors MUST submit MENU with Price for an approval.: [Attach separate sheet – 4 items limit.]

KORUS reserves the right to limit food vendors from selling duplicate items and number of 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 to: info@KoreanAssociation.org or kaawusa@gmail.com (703) 354-3900

Eastgate Square 4251 John Marr Dr. Annandale, VA 22003

May 3rd(Fri) 5:00pm-9:00pm - Opening Ceremony at 7:00pm

May 4th(Sat) 11:00am-9:00pm & May 5th (Sun) 11:00am-7:00pm

VENDOR REQUIREMENTS

COMPLIANCE IS MANDATORY FOR ALL PARTICIPATING VENDORS. RAIN OR SHINE EVENT.

BOOTH SPACE: 10'x10' space ONLY. MUST 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]. Set up 4-hour before and clean up by 2-hour after the event.

ELECTRICAL & SPECIAL AMUSEMENT DEVICE PERMITS. Bring your own generator. **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 THE 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 commercial use 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.

Application Deadline: APRIL 15th, 2024, Monday.

Menu: KORUS RESERVES THE RIGHT TO LIMIT NUMBER OF ITEMS FOR SALE AND FROM SELLING DUPLICATE ITEMS.

Beverages: Alcoholic beverage sales are PROHIBITED. Only non-alcoholic beverages are allowed.

Setup / Teardown: Setup starts at 1:00PM 5/3 Friday and must be down by 9PM 5/5, Sunday. Vendor's Booth space shall be confirmed by 4/15/2024.

Parking: OPEN Parking.

Signage: TWO (2) self-made signs are allowed on Tents. Menu items and pricing must be displayed.

Insurance: ALL Vendors must provide a copy of the Certificate of Insurance naming KAGW as additional insured and post it on tent with permit.

Proceeds & Sales tax: VENDORS keep all sales proceeds, and pay VA 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. Dump your own trash at a designated Trash dumpster, located next to SPA store side street. DO NOT dispose used cooking oil or rinsing water in the dumpster! You will be penalized!

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

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

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 to: info@KoreanAssociation.org or kaawusa@gmail.com (703) 354-3900