



# 2025 EARTH DAY FESTIVAL FOOD VENDOR APPLICATION

A vendor is any organization that sets up a booth at the Earth Day Festival. The below information is required to be submitted by **March 26, 2025**. Applications can be submitted by email, mail, or drop off at the Dorothy Hart Community Center.

Business :

Contact Name :

Address :

City :

State :  Zip Code :

E-Mail :  Phone :

Type of Food :

Do you have at least one vegan option?  Yes  No

## Vendor Fees

Amount Due : **\$100 + \$100 Deposit** (returned after following **Green Stipulations** at event) = **\$200**

Payment Type :  **Check**  **Cash**  **Card**

**Cash** or **Check** payment can be mailed in with the application. Checks should be made payable to **City of Fredericksburg**. If you wish to pay by **Card**, you will be contacted for payment online or over the phone. Complete payment will be due by **March 26, 2025**.

## Green Stipulations

In order to receive the **\$100** deposit back after the event, the following **Green Stipulations** must be followed. Please check each one to indicate that you understand them:

- No display or distribution of styrofoam
- All beverages must be sold in recyclable or biodegradable containers (this includes aluminum, plastic, glass, and paper)
- No plastic straws please!

Agreement continued on Page 2. Agreement to the guidelines listed, payment, and signature are required in order to be approved as a Food Vendor at the Earth Day Festival.



# 2025 EARTH DAY FESTIVAL

## FOOD VENDOR GUIDELINES

Food Vendors must adhere to the following guidelines to participate in the Earth Day Festival. Please check each one to indicate that you understand them:

- Fee Payment** - Pay the Food Vendor Fee: **\$100 + \$100 deposit - DUE NO LATER THAN March 26, 2025**
- Health Department** - Provide a copy of your current Health Department Permit - \*Please Attach\* Information and links to appropriate applications can be found here: <https://www.vdh.virginia.gov/rappahannock/services/food-services/>
- Business License** - Provide a copy of your current City of Fredericksburg Business Permit - \*Please Attach\* Application can be found here: <https://www.fredericksburgva.gov/DocumentCenter/View/233/Business-License-Application-Rev-122014?bidId=>
- Fire Permit** - Be currently permitted with the Fredericksburg Fire Department. Application can be found here: <https://www.fredericksburgva.gov/DocumentCenter/View/8424/Application-for-Mobile-Food-Units-Permit?bidId=>
- Tax Forms** - After the event, you must file a Monthly Tax Remittance Form within the City. Form can be found here: <https://www.fredericksburgva.gov/DocumentCenter/View/304/Monthly-Remittance-Tax-On-Meals?bidId=>
- Set-Up** - Be set-up and ready to serve by 10:30am. You may arrive as early as 8:30am to begin setting up. Event starts at 11am / ends at 5pm.
- Vendor Meetings** - Every vendor **MUST** send a representative to **ONE** of the two offered vendor meetings leading up to the event. Vendor Meetings are scheduled for **Tuesday, April 15 at 10am OR 6:30pm** at the Dorothy Hart Community Center.
- Logo**- Provide a logo by email to include on the Earth Day website: [www.earthdayfred.com](http://www.earthdayfred.com)
- Application** - Event Organizers reserve the right to accept/deny your application. You will be notified via email within 2 weeks of submission.

### Festival Info

**Location:** Old Mill Park  
**Date:** Saturday, April 26, 2025  
**Time:** 11am - 5pm  
**Website:** [www.earthdayfred.com](http://www.earthdayfred.com)

**Email or mail completed application (and required documents) to:** Callie Brown, Superintendent of Recreation  
[cmbrown@fredericksburgva.gov](mailto:cmbrown@fredericksburgva.gov), 540-372-1086 x213  
408 Canal Street, FXBG, VA 22401

### Agreement

My business/organization agrees to all the vendor guidelines listed in this application. (sign below)

\_\_\_\_\_  
Signature Of Applicant

\_\_\_\_\_  
Date