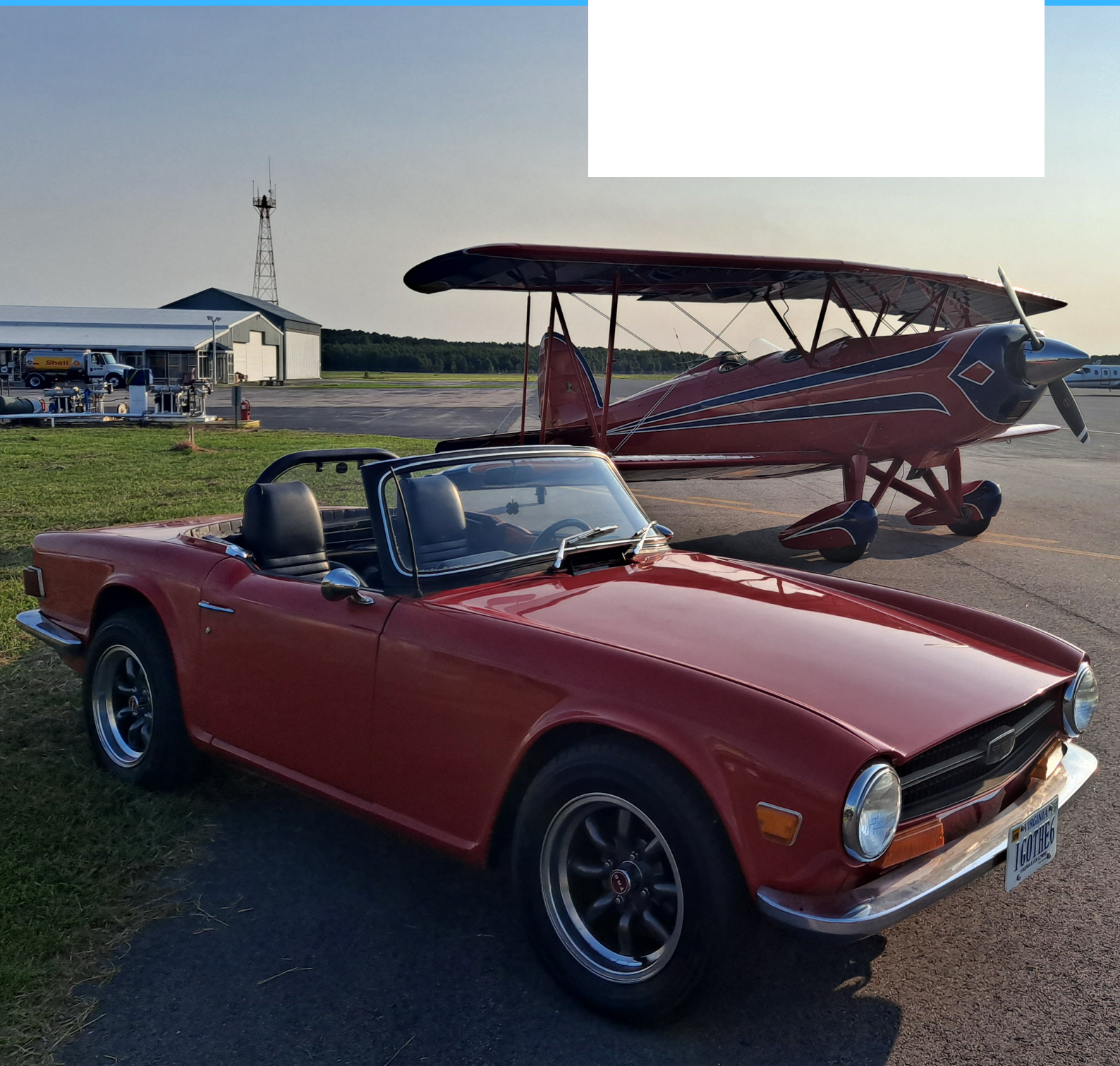
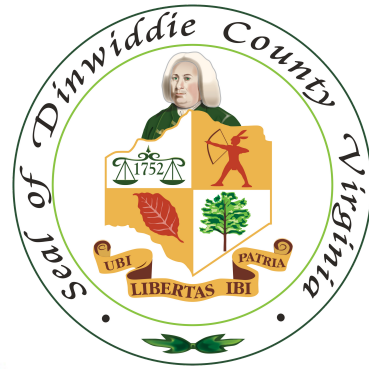


2021 WINGS & WHEELS
**FOOD TRUCK
APPLICATION**



2021 Wings & Wheels
Food Truck Vendor Application Form

Vendor: In County _____ Out of County _____

***OUT OF COUNTY vendors will also need to fill out the attached Special Events Registration Form and return it with the Vendor Application to the mailing address below, no later than Monday, August 2nd, 2021. A special events license will be sent to the address provided on the registration form. The Special Events License MUST BE DISPLAYED at your booth on the day of the event.

***IN COUNTY vendors that DO NOT already have a current Dinwiddie County Business License must acquire one at the Commissioner of Revenue's Office.

Dinwiddie County will host the First Annual Wings & Wheels event. The event will be held on Saturday, August 14th, at the Dinwiddie Airport - 6775 Beck Chappell Dr. North Dinwiddie, VA 23803.

FOOD TRUCK VENDOR SPACE IS LIMITED - SO REGISTER TODAY!!

Dates: Saturday, August 14th
Time: 11:00pm to 7:00pm
Location: Dinwiddie Airport – **Outside Grounds**

Application Deadline: Monday, August 2nd 2021

Vendor / Business Name: _____

Contact Name(s): _____

Address: _____

City / State / Zip: _____

Phone Number and E-mail: _____

Booth Information

1. All vendor spaces are 20' x 20'
2. Please list in detail the items you intend to sell/display: _____

3. Website / Facebook: _____

Registration Fee

1. No cost to food truck vendors to attend, as all power, water and self-containment of food service items (oils, grease, etc) is the responsibility of the vendor.

Please read all pages and sign prior to submitting your vendor application.

Signature: _____ Printed Name: _____ Date: _____

Marketing Information: Dinwiddie County Tourism markets events through website and Facebook publications. Please provide a brief description of your service: _____

Images: Submit ALL images for Facebook and website marketing to hmccormack@dinwiddieva.us

Mailing Address for Applications

Dinwiddie County Parks, Recreation & Tourism
7301 B-Boydton Plank Rd. North Dinwiddie, VA 23803
Attn: Andrew J. Hardy

Phone Number: 804-469-4500 ext 2163

Website: www.DiscoverDinwiddie.com / Facebook: Dinwiddie County Tourism

GENERAL RULES AND REGULATIONS A-Z (PLEASE READ CAREFULLY)

ADA GUIDELINES: The Office on the Americans with Disabilities Act has issued certain guidelines which must be considered when facilities are open to the public. The ADA defines an "individual with a disability" as a person who has a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment or is regarded as having such impairment. Dinwiddie County wants everyone to feel welcome while they are at the event.

We appreciate your cooperation in offering additional assistance to our guests if needed. The ADA is part of the U.S. Dept. of Justice, Civil Rights Division; therefore, there are certain rules and regulations we must abide by. Thank you for your cooperation.

ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCES: Alcoholic beverages and illegal substances are not allowed at the event any vendor or patron found under the influence or in possession of alcohol or illegal substance will be required to leave the event immediately. They will not be allowed access to the event for the duration of the event and will be subject to arrest.

DISPLAYS AND PRODUCTS: DCPRT shall have control over all displays, booths and stands of every kind. This is a family-oriented event and your booth display MUST reflect this attitude. No weapons, knives, laser lights, lingerie, adult products or objectionable items are allowed, including without limitation, any display that DCPRT staff, in its sole and exclusive determination, deems inappropriate for a family oriented atmosphere.

PRICING: All vendors must display to the public the pricing of items on a menu board that is clearly visible to patrons prior to approaching the booth/vendor. Any vendors that do not display their product pricing will be closed until pricing is posted and the situation is resolved.

INCLEMENT WEATHER: In the event of rain or severe weather vendors must follow directions given out by DCT staff. Cancellation notice will be given no later than 24 hours before the event. Rain date is the following day, same time.

FOR FOOD VENDORS - INSURANCE REQUIREMENTS: EACH FOOD VENDOR participating in the event shall, at the vendor's expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 per occurrence/\$2,000,000 per aggregate to cover all of the vendor's time and activities at the event and shall indemnify and save Dinwiddie County harmless against any and all liabilities, claims, demands, actions, costs, and expenses of any kind and nature whatsoever, which may be sustained by Dinwiddie County by reason of Vendor's occupancy and/or activities at the event. A Certificate of Liability Insurance with company licensed to do business in Virginia must be on file along with the vendor's contract prior to August 20th 2018. The Certificate of Liability Insurance MUST list Dinwiddie County, its officers, employees, volunteers, and contractors as additionally named insured's, not just as a certificate holder. All required insurance shall be written on an occurrence basis and shall state that this coverage is primary to all other coverage Dinwiddie County may possess. It shall be a

condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the County, that the insurer agrees not to cancel or reduce the limits of their coverage without first giving the County 45 days' written notice. It is the sole responsibility of the vendor to provide workers compensation insurance to cover the vendor's own workers and vendor's property.

Vendor must also provide a copy of their Insurance Policy to the County in addition to the above insurance requirements.

The Additional Insured must be listed as follows:

-County of Dinwiddie, VA 14016 Boynton Plank Road Dinwiddie, VA 23841

LIABILITY: All property brought onto the grounds will be done so at the owner's risk. The property owners will assume all responsibility for loss, damage, or theft. Vendors and all other persons, firms, corporations and other entities must make their own arrangements to protect their property at all times. Under no circumstances, will the County or any of its officers or employees, be responsible for any loss, damage or injury to property or persons (including death) and their property. This includes without limitation booths, stands, electronic equipment, and automobiles in parking lots, articles left in cars, accidents, theft, fire, the elements or any other condition.

POWER: Provided by vendor.

SIGNAGE: All vendors must display menu with pricing on a 24x36 menu board.

VENDOR PARKING: All vendors will receive a parking pass that must be displayed on dashboard.

If you should have any questions concerning the special events license or meals tax collection/remittance requirements, please contact Monique Wojciula at (804) 469-4500 ext. 4.

SET-UP: Vendors will have access to the grounds for setup starting at 9:00am on Saturday, August 14th. All vendors **MUST BE** setup by 11:00am on Saturday, August 14th. **NO EXCEPTIONS.**

*****SPACE PLACEMENT: ON THE GROUNDS** - DCT has sole discretion on placement and moving of the vendors. You must confine your business to the specific area assigned. There will be no soliciting, signage or handing out of written materials by any organization/business, groups or individuals outside of the space that has been leased.

*****Vendors are prohibited from operating in the aisles in such a way as to be a nuisance or interference to the public or to other vendors. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your area must be approved by DCT. Vendors must provide, at their own expense, all tables, cables, cords, pumps, hoses, fittings etc. which they require.**

SUBLEASING: No subleasing or any other type of transfer of contracted space is prohibited. Once a space has been assigned, you will not be permitted to move to a different location without written permission from DCPRT.

DEPARTURE / TEARDOWN: ALL vendors will be permitted to breakdown starting at 6:00pm on Saturday, August 14th, 2021. It is the responsibility of the vendor to removal all personal belongings at the conclusion of the event. DCT will not be responsible for any items that are left on the property.

In the event that the hours of operation change due to inclement weather, DCT staff will notify all vendors.

BACKGROUND CHECK POLICY: Each vendor shall conduct adequate criminal history background checks for their employees, agents, or workers at the event to assure that the County's best interests and the duties and responsibilities to be assigned to the individual. Failure to adequately conduct such background checks and shall be grounds for (1) immediate dismissal of a vendor from the event and (2) refusal by the County to permit the vendor to participate in future events as a vendor.

County of Dinwiddie
Office of the Commissioner of the Revenue
P O Box 104
Dinwiddie VA 23841

Special Event Registration

EVENT NAME

LOCATION

DATE

NAME OF BUSINESS:

OWNER OF BUSINESS:

BUSINESS ADDRESS:

FEDERAL IDENTIFICATION #:

SALES TAX IDENTIFICATION #

BUSINESS TELEPHONE:

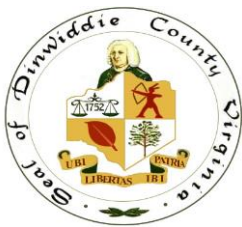
EMAIL ADDRESS:

BRIEF DESCRIPTION OF BUSINESS:

OATH-I, THE UNDERSIGNED APPLICANT, DO SWEAR (OR AFFIRM) THAT THE FOREGOING
INFORMATION IS TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SWORN OR AFFIRMED TO ON THIS _____ DAY OF _____, YEAR _____

SIGNATURE OF BUSINESS OWNER



County of Dinwiddie
Office of the Commissioner of the Revenue
P.O. Box 104 Dinwiddie, VA 23841
Phone: (804) 469-4500 Ext 4 • Fax: (804) 469-4548
Email: lstevens@dinwiddieva.us Web: www.dinwiddieva.us

Lori K. Stevens
Commissioner of the Revenue

MONTHLY REPORT/REMITTANCE OF TAX ON MEALS

VIRGINIA SALES TAX REGISTRATION NUMBER: _____

FEDERAL IDENTIFICATION NUMBER: _____

BUSINESS TRADE NAME: _____

ADDRESS: _____

1 GROSS RECEIPTS FOR THE MONTH OF: _____

2 LESS ALLOWABLE DEDUCTIONS (ATTACH LIST)..... _____

3 BALANCE TAXABLE..... _____

4 4 % TAX ON AMOUNT FROM LINE # 3..... _____

5 LESS 3% SELLERS DISCOUNT OF ITEM # 4 (ONLY WHEN FILED ON TIME)..... _____

6 BALANCE - TOTAL TAX LESS SELLERS DISCOUNT..... _____

7 **PENALTY FOR LATE FILING (PLEASE NOTE EXPLANATION BELOW)..... _____

8 TOTAL - TAX AND PENALTY..... _____

9 TOTAL - TAX AND PENALTY DUE AND PAID HERewith..... _____

DECLARATION OF SELLER:

I HEARBY SWEAR OR AFFIRM THAT THE AMOUNTS LISTED ABOVE ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF FOR THE PERIOD STATED ABOVE.

DATE: _____

SIGNED BY: _____

TELEPHONE: _____

TITLE: _____

INSTRUCTIONS: MAIL THIS FORM WITH CHECK PAYABLE TO TREASURER OF DINWIDDIE COUNTY, ON OR BEFORE THE 20TH DAY OF THE MONTH FOLLOWING THE MONTH BEING REPORTED TO:

OFFICE OF THE TREASURER
COUNTY OF DINWIDDIE
POST OFFICE BOX 178
DINWIDDIE VA 23841

****NOTE: 10% PENALTY TO BE ADDED FOR THE FIRST THIRTY DAYS THAT ACCOUNT IS POSTMARKED AFTER THE DUE DATE, AN ADDITIONAL 5% PENALTY TO BE ADDED FOR EACH ADDITIONAL 30 DAYS THAT ACCOUNT CONTINUES TO BE LATE; PENALTY NOT TO EXCEED 25%. MINIMUM PENALTY IS \$10.00**