

Parade and free festival honoring our troops, past and present.

July 20, 2013

Parade: 1:00 pm

Festival: 2:30-6:00 pm

Old Town Winchester, VA

Application deadline:

June 1, 2013



For internal purposes only

Date application received:

Approved or Denied

Insurance End. Pg.

APPLICATION

(Check all that apply)

Parade Entry
Complete A, B & F

Exhibitor
Complete A, C & F

Merchandise Vendor
Complete A, C, D & F

Food Vendor
Complete A, C, E & F

Section A: Contact & General Information

Business/Organization Name: _____

Organization Type: Military Branch _____ For Profit Non-Profit/Gov't Tax-Exempt # _____

Contact Person: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Mobile: _____

Email: _____

Section B: Parade Entry Application

Total Length (length of car + length of float = total length): _____ Sponsor: _____

Type of Unit: Float Band Marching/Walking Other: _____

Military Vehicles - Time Period: _____ Model/Make: _____

Number in Unit (i.e. 20 scouts, 5 cars, 2 wagons, 6 horses, etc.): _____

Special Consideration: Music Noise Maker Other: _____

Classification: Children Civic Shrine Military School Other: _____

Parade Info:

June 20, 2013
1:00 pm
Old Town Winchester

Route:

Piccadilly at Cameron to
Braddock to Cork, end at
Cameron and Cork

Parade Entry Requirements:

- Submit an up-to-date (current as of June 20, 2013) insurance policy certificate with General and Product Liability limits of \$1,000,000 with the City of Winchester, VA (15 N. Cameron Street, Winchester, VA 22601) listed as additionally insured.
- **Submit, with insurance certificate, an endorsement page from your insurance carrier.**
- Line up on Cameron Street at 11:30 am. You approximate line up location will be provided prior to the parade.
- Throwing items into the crowd is prohibited.

Section C: Exhibitor Application

Type of Entry: Demonstration Vehicle display Business/Non-profit exhibit Sponsor
 Other _____

Total Space Requested: _____ ft x _____ ft # of Tents: _____ Tent Sizes: _____

NOTE: Tents that are 900+ sq ft must be inspected and have an occupancy permit issued. No exceptions.

Will there be any other large structures with your display? (Ex: inflatables, exercise equipment, vehicles, etc.) Yes No

NOTE: If inflatables will be used, insurance and amusement device permit required.

If yes, list the size and quantity: _____

Will you be charging a fee for any activities at your exhibit? Yes No If yes, why? _____

Do you need electricity? Yes No Are you bringing a generator? Yes No

Note: Electricity may not be available in all areas.

How much set up time is needed? _____

Section D: Merchandise Vendor Application

Provide a list of items with prices you will be selling (attach additional sheet) Initial: _____

Note: If you are not a licensed business owner in the City of Winchester, VA, you must obtain a temporary business license from the City of Winchester's Commissioner of the Revenue (Rouss City Hall, 15 N. Cameron Street, Winchester, VA 22601, (540) 667-1815). Small fee applies.

Section E: Food Vendor Application

Food Vendor Requirements: I have read and understand all requirements below: _____ Initial

- Provide a list of all foods on your menu and prices (attach additional sheet)
- Complete and submit this application to Jennifer Bell (contact info below) by June 1, 2013. You will be notified if your application is accepted after all applications and insurance documents have been successfully completed and submitted.
- Submit an up-to-date (current as of June 20, 2013) insurance policy certificate with General and Product Liability limits of \$1,000,000 with the City of Winchester, VA (15 N. Cameron Street, Winchester, VA 22601) listed as additionally insured. Event location: Loudoun Street Mall, Winchester, VA 22601
- **Submit with insurance certificate an endorsement page from your insurance carrier.**
- If you are not a licensed business owner in the City of Winchester, VA, you must obtain a temporary business license from the City of Winchester, VA Commissioner of the Revenue (Rouss City Hall, 15 N. Cameron Street, Winchester, VA 22601, (540) 667-1815). Small fee applies.
- Complete and submit the Lord Fairfax District Health Department's Temporary Food Permit application by July 1, 2013 if you are cooking onsite. If you are preparing all foods in an inspected kitchen (i.e. permitted restaurant) and not cooking onsite, you do not have to submit this form but you must follow all Health Department food safety guidelines. If you are selling bake sale items, a permit is not required. Contact the Health Department for details.

Section F: Invoice & Signature

Please remit the following fee paid by check or money order payable to the City of Winchester, Virginia.

Deadline: June 1, 2013

Exhibitor/Vendor Fees:

Non-Profit/Military/Government Exhibitor - FREE
Merchandise/Food Vendor - \$100

Submit Application and Fee To:

Old Town Winchester, Attn: Jennifer Bell
15 N. Cameron Street, Winchester, VA 22601

For exhibitor and sponsorship information, contact Dario Savarese at (540) 722-8700 or dario@fullcirclem.com.

I certify that the information I provide is true and correct and that I understand the requirements and general information provided in this form. My representatives and I agree to hold harmless the City of Winchester, its directors, agents, employees, sponsors, and volunteers from any and all liability from injury, property damage or loss, which may arise in connection with my or my organization's participation. I understand that once I have been accepted; there will be no refund of my exhibitor fee. If I am not accepted as an exhibitor, my fee payment will be returned to me. I understand that if the event is cancelled because of inclement or hazardous weather, no refund will be issued after acceptance and no credit will be given toward future events.

Signature: _____ Date: _____