



DMV Memorial Cup Food Vendor Application

FOOD VENDOR MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is between **The St. James/DMV Memorial Cup** (“Organizer”) and _____ (“Vendor”) for participation in the DMV Memorial Cup, May 29–31, 2027.

1. Vendor Fee

In exchange for the right to operate at the event, Vendor will pay the Organizer 20% of the Vendor’s gross sales generated at the approved site during the event. Gross sales include all cash, credit-card and electronic transactions, excluding separately collected sales tax and documented refunds.

2. Sales Reporting and Payment

Vendor must provide an accurate sales report showing total event sales. The Organizer may request supporting point-of-sale documentation. Payment of the Organizer’s 20% share and the final sales report are due no later than five business days following the event. Checks can be mailed to The St James,c/o DMV Memorial Cup, 6805 Industrial Rd., Springfield, VA 22151

3. Vendor Space

The Organizer will assign the Vendor’s location. Vendor must supply its own tent, tables, equipment, signage and payment system. Electricity, water and other utilities are not included unless approved in writing in advance.

4. Permits and Insurance

Vendor is responsible for obtaining all required business, health and temporary food-service permits and complying with applicable Virginia Department of

Health, fire, venue and local regulations. Vendor must provide proof of insurance and all required permits before the event.

5. Sales and Taxes

Vendor may sell only products approved by the Organizer. Vendor is responsible for collecting and paying all applicable taxes. The Organizer does not guarantee attendance or a minimum level of sales.

6. Operations and Cleanup

Vendor must be set up and ready before its assigned operating hours and remain open during the required event schedule. Vendor is responsible for staffing, food safety, waste removal and leaving its area clean and undamaged. No grease, wastewater or trash may be left at the site.

7. Conduct and Liability

Vendor will operate safely and professionally and follow all Organizer and facility instructions. Vendor accepts responsibility for its employees, equipment, products and operations and agrees to hold the Organizer, The St. James, participating facilities and their representatives harmless from claims arising from Vendor's activities, except where prohibited by law.

8. Cancellation or Removal

The Organizer may remove a Vendor for unsafe practices, missing permits, inaccurate sales reporting, inappropriate conduct, unauthorized products or failure to follow event requirements.

By signing below, both parties acknowledge and accept these terms.

Vendor Business:

Vendor Representative:

Signature:

Date: