

2010 Food Vendor Application – Riverside Wine Festival, Findlay, OH

Deadline: March 26, 2010

All vendors are required to read the Food Vendor Agreement and submit a signed Food Vendor Application. Applications are due with payment in full by March 26, 2010. Applications will not be considered complete until full payment is received. Any vendor who cannot conform to these regulations will not be accepted. Menu is subject to approval by the Food Committee. ***Please print clearly.***

Vendor name: _____ Phone #: _____

Address: _____ Email: _____

Contact name: _____ Cell phone #: _____

<u>Menu Items</u>	<u>Price</u>	<u>Menu Items</u>	<u>Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Voltage and Amperage Needed: Please check both voltage and amperage needs.

_____ 110V _____ 220V _____ 20 AMP _____ 30 AMP _____ 40 AMP

Equipment: List all electrical equipment to be used.

Stock truck: No _____ Yes _____ Specify size and power usage: _____

Due to limited space and available power, very few stock trucks will be permitted.

**If you have any questions, please contact
Phil Schumacher at (419) 422-3412 ext. 27 or event@artspartnership.com.**

Please ensure you have enclosed the following:

___ Completed Application ___ Booth Fee ___ Compliance Deposit Fee ___ Certificate of Insurance

By signing this agreement I agree to work in a cooperative manner with The Arts Partnership and volunteers as we all work together for a successful event. I have read and understand the vendor agreement / application and agree to abide by all guidelines.

Vendor Signature _____ **Date** _____

For Arts Partnership use only

Accepted Not Accepted

Modifications: _____

Signature: _____ Date: _____



**2010 Food Vendor Agreement
Riverside Wine Festival
Saturday, June 26, 2010
Noon – 8pm**



Please Read Thoroughly

1. **Eligible Vendors:** All vendors are required to submit a signed Food Vendor Application. Applications are due with payment in full no later than **March 26, 2010** and will not be considered complete until full payment is received. Any vendor who cannot conform to these regulations will not be accepted. Vendor acceptance will be determined on a first-come, first-served basis with consideration given to menu items, electrical requirements and experience. Due to the electrical restrictions present at Riverside Park, we can only accept 5 vendors. Keeping this number low will benefit those vendors accepted. Booth location will be determined by electrician and food committee.
2. **Booth:** Actual size 10' x 20'. Required voltage & amps must be indicated on application. All items must be accounted for at the end of the event or restaurant will be charged for missing items.
3. **Vendor Fee:**

<i>By March 26, 2010</i>	<i>After March 26, 2010</i>
\$250	\$275
4. **Deposit:** An additional **\$100 compliance deposit** is also due at the time of application. This deposit is separate from the vendor fee and will be returned at the end of the festival assuming all booth set up and tear down guidelines have been met. Deposits will be kept if vendor tears down prior to the end of the festival or if clean-up is unsatisfactory as determined by The Arts Partnership staff.
5. **Set Up & Tear Down:** Set up begins on Saturday, June 26, 2010 at 8:00 am. Vendors must be ready to serve promptly at noon. Tear down may begin no earlier than **8:00pm**. Electrician will only be available during designated times. Vendor participants are responsible for the orderly removal of any cooking oils, charcoal, or other refuse from their booth. An on-site dumpster is provided for vendors' use. The utmost care should be exercised in disposal of materials to avoid spillage or other damage to the site. Tearing down prior to 8:00 will be considered a **forfeiture** of the \$100 compliance deposit.
6. **Supplies & Equipment:** **Each vendor will supply their own food and service supplies** (plates, utensils, etc.). Each vendor must provide adequate staff in addition to any equipment necessary to operate their space including tent, signage, tables, table covers and staff seating. Vendors are responsible for their own property, The Arts Partnership will not be held responsible. A Class K fire extinguisher is required. Vendors are also responsible for their own decorations. This event aims to showcase local gourmet and presentation is very important.
7. **Sales:** All menu items to be sold **MUST** be listed on application and are subject to approval by the food committee on a first-come/first-serve basis. All sales belong to the vendors. The Arts Partnership does not take a percentage. The Arts Partnership will not be responsible for revenue losses due to weather or other unforeseen circumstances. Each vendor must agree to indemnify The Arts Partnership for any expenses or losses that may occur.
8. **Beverage Sales:** Please list the types/brands of beverages you typically sell. Presently, we **DO NOT** have a beverage distributor as an event sponsor. This is subject to change. If a distributor becomes a sponsor, you will be notified by April 2, 2010 as this may affect the sale of beverages (soft drinks, water, etc.).
9. **Weather:** The event will be held rain or shine. No refunds will be made due to inclement weather.
10. **Insurance:** A Certificate of Insurance with \$1,000,000 limits naming The Arts Partnership as additional insured is required for all participating vendors.
11. **Licensure:** A mobile Food Service Vendor's License is required for the day of the event.