



2009 FOOD VENDING APPLICATION

October 8th, 9th, 10th, 2009

APPLICATION PROCESS

Food vendors play an important part of the Arkansas Blues & Heritage Festival offering festivalgoer's a diverse range of flavors, tastes and authentic foods related to the event. The operators of the festival have secured a permit with the City of Helena that requires any temporary food vendor within a three block radius of the festival to obtain a permit for the festival, and use a coupon (blues bucks) in the sale of food.

Enclosed you will find the preliminary data concerning the food vending requirements as well as the application for participation. Please read the information carefully before completing the application.

- Incomplete applications will not be considered.
- All applications must be submitted by US Priority Mail or Express Mail to the following address

Arkansas Blues & Heritage Festival
Food Vending Committee
P.O. Box 118
Helena, Arkansas 72342

A festival in the south is not complete without exceptional food. Visitors to the Arkansas Blues & Heritage Festival expect an authentic experience of great blues and great food.

The festival organizers will make all efforts to enforce the permit and its terms to provide our vendors with the best possible vending opportunity.

Selection Process

Food vendors wishing to participate in the Arkansas Blues & Heritage Festival must submit the following materials to the festival office for consideration by August 15, 2009. Although the festival may accept vendors after this date placement will be subject to availability.

A completed application must include:

- * Application form/ with Proposed Menu & Pricing
- * Letter of Indemnification
- * Copy of current liability insurance

Based on the results of the submissions, acceptance letters and contracts will be sent out to those vendors selected to participate by September 1, 2009. Those who are not selected this year are encouraged to apply again next year. Vendors will be selected based on the following criteria:

- Menu & Diversity of Menu across festival grounds
- Equipment and Requirements
- Space Allocations
- Ability to meet Health Department Guidelines
- Past festival experience

Space Allocation

Vendor locations have been priced according to space and placement. Vendors should indicate their placement preference, indicating first, second and third choice. Should the number of vendors requesting similar placement exceed availability, placement will be based on festival vending requirements to provide the most diverse mix of vendors throughout the event.

The festival will gate the main stage area to stop coolers, but festival patrons will be able to carry in food items in their hands. The food vendors will be placed along Cherry Street to service the patrons moving between the stages. Placement and pricing will be divided amongst the food vending regions.

Space Size and Requirements

BOOTH SPACE ALLOTTED	10X30	Additional space \$30 per linear foot
ELECTRICAL FEES	\$75.00	This fee is per each 110 hookup
WATER HOOKUP	\$40.00	
COMMISSION	25%	
CITY HAMBURGER TAX	2%	
CITY PERMIT FEE	\$10.00	
LIABILITY INSURANCE	REQUIRED	Due in office no later than September 15, 2009

Vendor Hours:

Food Concessions will be open for business and operational by:

Thursday: 12:00 noon-11: 30PM

Friday: 12:00 noon-Midnight

Saturday: 12:00 noon-Midnight

Vendor Load In: Wednesday after 5:00PM

Vendor Meeting: Wednesday: 7:00PM

Vendor Settlement: Saturday: 12:00AM and Sunday 10:00AM

Vendor Load Out: Sunday by 2:00PM – vendors not removed from street by this time on Sunday are subject to additional fees.

General Conditions of Food Vending at the Festival

- This is a **Rain or Shine Event**
- Arkansas Blues & Heritage Festival offers no guarantees for food sales
- Vendors are responsible for maintaining the working order of your equipment throughout the festival. In the event of a power failure, vendors are responsible for securing dry ice to keep foods cooled and for compliance with all Health Department and Arkansas Blues & Heritage Festival guidelines.
- Operator agrees to comply with all State of Arkansas/Phillips County Health Department regulations.
- All items sold must be individually wrapped or packaged
- All operators must provide hand washing facility
- All operators must wear gloves
- All persons working in the food area must wear hat, visor or hair net at all times.
- Vendor shall provide adequate trash receptacle with trash bags outside its premises. All garbage containers shall have tight fitting lids, lined with plastic garbage bags.
- Premises should be left in as good condition as the vendor found them, this includes picking up trash at and around vendor area.
- The Arkansas Blues & Heritage Festival will not be responsible for food spoilage due to inclement weather conditions.
- Vendor must supply a water hose.
- Vendor must supply an electrical/grease fire extinguisher that has current certifications.

Menu and Signage

- All food sales will be done using festival coupons
- Menu prices must be in \$1 increments and must match the price list that has been submitted to the festival organizers. Failure to do so may result in vendor being removed from the festival premises without refund and forfeiture of coupons

- Operator must provide all signage for concession identifying its establishment and describing the menu prices (number of blues bucks)
- Operator may not accept cash – doing so will result in operator being removed from festival grounds and forfeiture of any food coupons obtained
- Vendor must honor signage requirements and beverage sponsorships and may be required to display official product signs only.
- Only approved menu items may be displayed for sale by vendor.

Termination of Vending Rights

ABHF through the Festival Director or authorized representative reserves the right to terminate the operation of the vendor at any time during the festival for any of the following reasons:

- Food is not of the highest quality
- Professional manner is not maintained by the Operator and its' employees
- Operator or its' employees commits any act detrimental to the purpose of the festival
- Operator or its employees violates any provision of the Health Department Code
- Operator or its' employees fails to cooperate with event management staff
- Operator or its' employees accepts money instead of food/beverage coupons as payment
- Operator or its' employees sells any food product that is not listed on the approved menu
- Operator or its' employees sells any food product at a rate other than listed on menu
- Operator or its' employees sell soft drinks, water, beer or other beverage not approved by festival or purchased through festival

Sanctions and Penalties

ABHF may impose some or all of the following sanctions and penalties for vendors that do not follow the rules or guidelines of the festival:

- Termination of vendor agreement and displacement from festival grounds
- Invalidation of food coupons
- Loss of future vendor rights at festival
- \$ 150 per hour of non compliance as damages for lost revenue as a result of failure to meet guidelines
- Loss of deposits and fees

Acts of God

Vendors understand that the festival is an outdoor event vulnerable to weather. Vendors understand that fees are not refundable due to inclement weather. Vendor fees are not refundable due to interruptions in the festival schedule due to weather, dangerous conditions, and acts of terrorism or threats of terrorism, and acts of God, natural disaster or war.

INDEMNIFICATION AGREEMENT

The vendor indicated below agrees to indemnify, defend, protect, and hold harmless ABHF/SBBS, and their respective officers, directors, agents, members, associates and employees against any loss, damage, fine, penalty, claim(s) or other liability arising from the vendors' participation in the Arkansas Blues & Heritage Festival.

This Release, **Indemnification, Hold Harmless Agreement** shall be and is construed as broadly and inclusively as is permitted by relevant federal law. If any portion of this document is held invalid, the balance shall continue in full force and effect.

PLEASE PRINT:

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone # (w/area code): _____

Signature: _____ Date: _____



Food Vendor Application

Concession Name: _____

Operator: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____ Mobile Phone: _____

Email: _____

Sales Tax ID #: _____

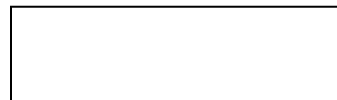
Trailer/Stand: Is trailer or stand self-contained? YES NO

Dimensions: _____ 10 x 30 space allotted

Additional linear foot requirement: FT _____ x \$30.00 per foot

Trailer Diagram: Please indicate hitch and serving windows

* If you have not previously participated in ABHF you must submit a picture of the vending trailer



Power Requirements:

Total Power Needs (\$75.00 per 110v): _____

Voltage: _____ AMPS: _____

Special Electrical Needs (3 phase) _____

- Special needs may require additional fees from vendor

Placement Selection

(Placement fees do not include water and electricity)

CHOICE	FOOD COURTS/LOCATION	FEE
	Main Stage Premium Location Highest Traffic Area	\$350.00
	100 - 200 Block High Traffic Area	\$300.00
	Heritage/Acoustic Stage (Friday & Saturday only)	\$250.00

Please submit a separate application per trailer.

This application is not a contract and is in no way binding to ABHF. Your signature below indicates that you have read the vending guidelines and if your application is accepted that you will follow and adhere to all guidelines set forth.

Signature: _____

Date: _____

Mail Completed Application to:

Arkansas Blues & Heritage Festival
Food Vending Committee
P.O. Box 118
Helena, AR. 72342

Office Phone: 870.816.1106

Email: bluesandheritage@yahoo.com

*****NOTE***** Please do not send a check or money order for food vendor fees with this application, if your concession is selected to participate you will receive a contract along with an invoice for total fees due.