



2009 NON-PROFIT 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 **September 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 – if applicable

Based on the results of the submissions, acceptance letters will be sent out to those vendors selected to participate by September 25, 2009. 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. The festival will remain free and 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 10X15 | \$125.00 | Additional space \$30 per linear foot |
| ELECTRICAL FEES Required | \$25.00 | This fee is per each 110 hookup |
| WATER HOOKUP Required if water is needed | \$24.00 | |
| COMMISSION (If Blues Bucks are taken) | 5% | |
| CITY HAMBURGER TAX (If Blues Bucks are taken) | 2% | |
| CITY PERMIT FEE Required | \$10.00 | |
| PROOF OF NON-PROFIT STATUS (501 C3) | REQUIRED | Due in office no later than October 1, 2009 |

Vendor Hours:

Non-Profits must be open for business by 12noon on Thursday, October 8, 2009

You may at your discretion close your stand at 7:00pm, however the streets will remain closed until 12 midnight and vehicles will not be allowed until that time. You will need to cart/dolly or hand carry your inventory to your vehicle if you wish to close.

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 wear gloves
- All persons working in the food area must wear hat, visor or hair net at all times.
- Operator is responsible for and 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.
- Operator must supply water hose, if water is needed
- Operator must supply an electrical/grease fire extinguisher that has current certifications.
- Non-profits may in addition to selling foods sell merchandise such as inflatable balloons etc. please provide to the festival organizers a list of merchandise for approval

Menu and Signage

- Non Profits may take cash *Note non-profits wishing to turn in blues bucks will be subject to a 5% commission fee and a 2% city tax fee
- Menu prices must be clearly marked 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 festival premises without refund and forfeiture of coupons
- Operator must provide all signage for concession identifying its establishment and describing the menu prices
- Only approved menu items may be displayed for sale by vendor.

Termination of Vending Rights

ABHF through the Festival Director or its 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 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 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: _____



Nonprofit Vendor Application

Concession Name: _____

Operator: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone _____ Mobile Phone: _____

Email: _____

Non-Profit ID# _____

Stand: Is stand self-contained? YES NO

Electricity Required: _____YES _____NO

Power Requirements:

Total power needs: _____ Voltage _____ Amps _____

Price per 110v is \$25.00

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 or Fax Completed Application to:

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

Office Phone: 870.816.1106
Fax: 870.338.5517
Email: ds@bluesandheritagefest.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.