



sweet pea

A Festival of the Arts

424 E Main St, Ste 203B, Bozeman, MT 59715
(406) 586-4003 Fax: (406)586-5523

General Information

2017 Sweet Pea Festival Returning Food Concessionaire Application Packet DUE: April 25, 2017

FEES: The registration fee is \$24.00 per lineal foot of booth size (*see Application for booth size definition), \$85.00 per booth for garbage and a \$200.00 cleaning deposit, refundable if site is left clean and all debris is removed. Cleaning deposit to be written on a separate check, held by Sweet Pea until after Festival and will be returned by a **stamped, self addressed envelope that must be accompany this application.**

LIABILITY: The Festival requires a certificate of liability insurance for your organization, listing Sweet Pea, a Festival of the Arts, as an additional insured. Certificates can be faxed to 406.586.5523, emailed to admin@sweetpeafestival.org or mailed to the address above.

SERVICE: You will need to handle customers quickly, providing fast and efficient service in order to eliminate long waiting lines and crowd congestion at peak serving times. This will require scheduling volunteers in shifts, effective training of shift workers, and possibly the remodeling and/or arranging of your booth so you can handle two or more lines of customers waiting for service.

FOOD: There is one main food item per booth allowed. No duplication of these items by other vendors will be allowed. Secondary items may be duplicated. Ice is sold to vendors onsite.

DRINKS: Lehrkind's Coca-Cola is a Presenting Partner of the Festival and all drinks sold must be obtained from Lehrkind's. If you wish to sell a specialty drink item, not carried by Lehrkind's, it must be approved by the Sweet Pea Food Concessions Chair.

SIGNAGE: Promote your organization! Advertise your food items! **However, handing out any promotional items or literature is not allowed.**

ELECTRICAL: There are to be no power plants or generators. Electrical equipment requirements must be listed on application form, including number of cords, and total amperage requirements for entire booth. (Amperage can be found on the bottom of appliances or equipment.)

HEALTH/SANITATION/TRASH CONTROL: Please refer to the attached **Rules & Regulations** sheet which covers the appearance and cleanliness of your booth and the area around it. The excessive amount of trash generated due to our large crowd prompts us to ask that you implement methods to cut down on the amount of trash produced from the operation of your concession. You are encouraged to use recyclable products and serving containers that are the same size as the item served. Please work at finding ways to provide a nice appearing and clean booth. Meetings will be set up by the Sanitation/Health Department; see their website for details. If you have any questions prior to those meetings and or the deadline, please contact the **County Health Department at 582-3120.**

WATER: There is to be no continuous use of water. Wash containers required for washing and cleaning on site must meet state health requirements. Food Concessionaires are responsible for setup/tear down, maintenance, and storage of a gray water system and pumping. **A fee is collected by the Chord Rustlers (participating Food Vendor who stores the equipment for all others) estimated \$70, until confirmation by Chord Rustlers at a July meeting. All Food vendors pay this fee regardless of use. Food Concessionaires are also responsible for fencing off the gray water system from the public, using their own orange fencing.**

TRAFFIC CONTROL: The park will be closed to traffic during the Festival. No vehicles are allowed to stay in the park at all. One way traffic only will be allowed during unrestricted hours. Loading/unloading during restricted hours will take place at curbside on Cypress Street, and **will require a permit.** Concessionaires will be responsible for finding their own parking spaces. **No parking will be allowed in the park or cemetery.** Four wheelers or ATV's are not permitted unless authorized by Sweet Pea.

Rules & Regulations

Allowed Organizations

Vendors from the previous year are automatically allowed to return as long as no rules were broken. Sweet Pea keeps a waiting list of potential vendors. Since 2014 we have invited for-profit vendors, however, preference is given to non-profits.

For-profit vendors MUST declare a non-profit organization they support and donate a minimum of 10% of their net revenue to declared organization. Funds must be presented to the non-profit organization no later than 2 weeks post-Festival, with the Sweet Pea Festival notified to ensure the donation has been made (email food@sweetpeafestival.org to notify us of the donation).

For-profits must clearly advertise the non-profit organization they support on their food booth.

Sales Requirements

Only food and beverage items can be sold.

Main food items cannot be duplicated by other vendors. Secondary items can be duplicated.

All food items must be approved by the Sweet Pea Food Concessions Chair and the County Sanitation Department.

Drinks (including bottled water) must be purchased from Lehrkind's Coca-Cola or their outlets. Remind your patrons looking for water that there is a water filling station located just to the south of all the food booths.

Safety and Sanitation

All food servers/volunteers MUST attend and complete Health Department Food Safety Training. Call the County Health Department (582.3120) or visit their website <http://healthygallatin.org/permits-licensing/food-service/> for training dates.

One person per shift is responsible for sanitation and health maintenance of your booth and the adjacent area around it.

Each booth is required to contain a working fire extinguisher.

Garbage

All boxes/containers must be broken down before being placed in the recycling/garbage receptacles provided.

Ice is considered garbage and may not be left on the ground or dumped in sinks after 3pm on Sunday.

Vendor is responsible for cleaning in front of booth where customers stand.

Cancellations

If you need to cancel your participation in the Festival, the notification must be submitted to Sweet Pea in writing.

Notification must be received a minimum of 30 days prior to the first day of the Festival in order for a refund to be given.

Other Rules

Pets are not permitted in Lindley Park.

Location and set-up time of vendor booths to be determined by Sweet Pea.

All booth workers MUST have an admission wristband to enter the park and must wear it at all times while in the park.

Shift workers are to be trained in advance. Each vendor is responsible for the compliance of all rules by their workers.

Set-up time: Thursday, noon to dusk and Friday, dawn until noon. **All vehicles must be out of the park by noon on Friday.**

Teardown time: Sunday, 5pm to 10pm. **Vendor vehicles may not enter the park until 6pm.** One way traffic ONLY. Enter from the north (Main St) and exit to the south (through the cemetery).

Lindley Park is closed to traffic and parking the following times: Friday, 2pm-10:30 pm; Saturday, 9am to 10:30 pm and Sunday, 9am to 6pm.

A **Loading/Unloading Permit** must be secured from Sweet Pea and displayed by those using curbside delivery on Cypress St. or Buttonwood St. **This is for temporary parking while unloading ONLY!**

Vehicles will be towed at owner's expense if parked in the park, in the cemetery or in the delivery area during restricted times.

Vendors will forfeit booth space – NO EXCEPTIONS!

Each vendor will be required to 'Check out' with the Food Concessions Chair in order for site to be inspected and cleaning deposit check to be released.

Non-compliance with any of these Rules and Regulations during Festival will result in the closure of your booth and deny you from being considered from having a booth at future Festivals.



sweet pea
A Festival of the Arts
 424 E Main St, Ste 203B, Bozeman, MT 59715
 (406) 586-4003 Fax: (406)586-5523

**2017 Sweet Pea - Returning
 Food Concessionaire App.
 Due: April 25th, 2017**

This application must be filled out in its entirety. Incomplete forms will be returned. Resubmitted forms received after the deadline will be placed on a waiting list.

Organization Name: _____ Non-profit _____ For-profit _____

Contact Person: _____ Phone #: _____

E-mail: _____

Address: _____

If you're a for-profit, declare the non-profit you are supporting: _____

Contact person and phone # of that non-profit _____

OR

Provide your tax exempt number proving 501c(3) status: _____

Certificate of Liability Insurance listing Sweet Pea, a Festival of the Arts attached? _____

Vendor will not be allowed to set up with Certificate of Liability Insurance.

Full Description of Food Items (e.g. Darigold chocolate covered, vanilla ice cream bars). Use additional sheets if necessary.

Main food item for 2016: _____

Secondary items: _____

Electrical Requirements, including number of cords and total amperage for entire booth:

Number of cords: _____ Total amperage required (look at tags on appliances): _____

Booth Size: _____ total lineal feet. *Booth size is defined as length across the front, including actual booth, overhangs, hitches, ropes, and other stabilizing items beyond booth, and serving area to the sides, beyond booth (if using). Contact Wendy if you have questions.

NEW Please describe and/or draw your booth:

Example 1: Tent for serving. We would like a small trailer behind our booth (hook up hitch would be between tent and trailer) for storage and cleaning. Trailer is 8' from hook up to the end, access door on right side if standing at hook up.

Example 2: 12' Food truck, if seated in the drivers seat the serving window would be over your right shoulder. Exit door at the back of truck (required for service).

Example 3: Serve from 10' trailer. Looking at the serving window, the hitch would be on the right, access door is over the hitch.

Explanation/drawing

here: _____

Registration Fee Enclosed: _____ (Total lineal footage x \$24, plus \$85 garbage fee). Make checks payable to 'Sweet Pea'. A separate cleaning deposit check in the amount of \$200 is also required. If you want this check returned to you post-Festival include a SASE or Sweet Pea will destroy check.

All four pages of this application packet must be turned in with payment to Sweet Pea by April 25, 2017.

If you have questions regarding this application or any of its contents please contact Heidi Henry 406-539-2722 or Wendy Tage 406-586-9263 or email food@sweetpeafestival.org or hhenry_2@msn.com or wendytage@yahoo.com.

The undersigned Food Concessionaire and /or its representative has read and fully understands and agrees to comply with all food concession 'General Information' and 'Rules and Regulations'.

By execution of this Application, the undersigned Food Concessionaire and /or its representative and agents release and hold harmless the Sweet Pea Festival of the Arts, its staff, directors and representatives, as well as the City of Bozeman, its employees and representatives, from any claim that is made against or by the undersigned Food Concessionaire as a result of having a booth in Lindley Park during Sweet Pea Festival. The undersigned Food Concessionaire further agrees to indemnify the Sweet Pea Festival of the Arts, as well as the City of Bozeman, for any costs or damages either may suffer as a result of any acts or omissions by the undersigned Food Concessionaire, its principals, agents, representatives, or employees. This indemnification will include not only the damages claimed by any person who suffers a personal injury, or damage to property, but also all court costs and attorney fees incurred by any indemnitee. Prior to erection of a food booth in Lindley Park by Food Concessionaire, Food Concessionaire agrees to carefully inspect the area of Vendor's booth for any unforeseen hazards and will also independently verify that any services provided by Sweet Pea or the City of Bozeman for Food Concessionaire's use before during, or after Sweet Pea Festival are safe and appropriate for such use before commencement of actual use. Failure on the part of Food Concessionaire to independently verify that such services are safe and appropriate shall be deemed a waiver of Food Concessionaire's right to maintain an action against Sweet Pea or the City of Bozeman, to the fullest extent allowed by law. The undersigned Food Concessionaire also agrees to comply with food concession rules and regulations.

Name of Organization Representative

Signature

Organization Name

Date

Return complete packet to:
Heidi Henry – Food Concessions Co-Chair
Wendy Tage - Food Concessions Co-Chair
c/o Sweet Pea Festival
424 E Main St, Ste 203B
Bozeman, MT 59715

PARTICIPANTS ARE RESPONSIBLE FOR MAKING A COPY OF THIS PACKET FOR THEIR ORGANIZATION'S RECORDS.

For Sweet Pea Office only:

Front footage (\$24.00/ln.ft) and garbage fee (\$85.00): \$ _____ Check # _____

Clean up refundable deposit (\$200.00): \$ _____ Check # _____

Liability Insurance: (yes) or (no)

Self Addressed envelope: (yes) or (no)

Main food item accepted: (yes) or (no)

EXAMPLE