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# 2024 Sweet Pea Festival Food Vendor Application Packet DUE: June 15<sup>th</sup>, 2024

Vendor Copy. Retain for Your Records.

## General Information updated for 2024

**FEES to Sweet Pea:** The registration fee for traditional vendors on Buttonwood is **\$650.00 per 10FT x 25FT booth space, \$400 for non-profits** (\*see Application for booth size definition), and **\$175.00** per booth for electric, garbage, and fresh water stations/grey water dumping fee. **All Buttonwood vendors pay this fee regardless of use.** A **\$200.00** cleaning deposit is required of all vendors, 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 if a **stamped, self-addressed envelope is accompanying this application, otherwise it will be destroyed.**

**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 emailed to [admin@sweetpeafestival.org](mailto:admin@sweetpeafestival.org) or mailed to the address above. **Due by July 15.** Insurance must be valid through Sunday of Sweet Pea Festival weekend.

**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. Breakfast items are encouraged.

**DRINKS:** **At this time, Sweet Pea Festival is working to determine their ability to facilitate the sale of all drinks (ie, bottled sodas and water) as they did during the 2023 festival.** Vendors will be kept informed on the matter once a decision has been made. If Sweet Pea Festival will NOT be facilitating drink sales, vendors will be allowed to sell drinks at their booths. If a Presenting Partner/Sponsor is found for the 2024 festival that is a beverage distributor, vendors will be required to obtain their drinks (including water) from the sponsor. If you wish to sell a specialty drink item, it must be approved in advance by the Sweet Pea Food Concessions

**REQUIRED SIGNAGE:** Promote your organization! Advertise your food items! **For-Profit Vendors must advertise the nonprofit they are supporting with a 24x36 minimum sign located on the front of the booth.** Signage will be provided by Sweet Pea Festival to all vendors for display, so make sure you've listed your chosen non-profit on your application.

**ELECTRICAL:** 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. Sweet Pea will set up Grey Water disposal and sinks for fresh water (sinks provided by the Festival are NOT to be used for washing of vendor dishes and a strainer is required to be used when dumping grey water.) City water will be provided through food grade hoses.

**TRAFFIC CONTROL:** The park will be closed to traffic during the Festival. No vehicles are allowed to stay in the park at all. Only **one-way** traffic 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.

## **Sweet Pea Festival Food Vendor Rules & Regulations**

### **Allowed Organizations**

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

For-profit vendors **MUST** declare a non-profit organization they support and donate a minimum of 10% of their net revenue to the 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.

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

**See 'Required Signage'.**

### **Sales Requirements**

Only food 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.

### **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. Open flame BBQ's must be placed behind vendor's booth.

Vendors are solely responsible for obtaining all required city/county/state licenses for food service. Both the Health Department and Fire Department will be onsite during setup and throughout the festival to do routing inspections.

### **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 received.**

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

**Teardown:** 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 the 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 for site to be inspected and cleaning deposit check to be released.

**\*\*To have a unique Festival experience, Vendors who participate in other events within 30 miles will not be allowed to participate in Sweet Pea Festival weekend. Non-compliance discovered after Festival will result in automatic returning privilege revocation. \*\***

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 for a booth at future Festivals.