



Kentuck Festival of the Arts

503 Main Avenue Northport, AL 35476
(205) 758-1257 kentuck@kentuck.org www.kentuck.org

Dear Food Vendor:

The Kentuck Festival of the Arts, October 17 & 18, 2009 at Kentuck Park in Northport, Alabama, is currently seeking food vendors for this year's event. Several Categories of vendorships are available:

- ***Commercial food vendor*** – individuals in this category prepare a variety of different foods, desserts and beverages - exclusive beverage vendors (i.e. lemonade, slurpie, smoothies, etc.) are not solicited or encouraged to apply as space is limited and sale of soft drinks and water is reserved for drink trucks managed by Kentuck. Twelve to Sixteen 10' x 12' spaces are available for rent at the following rates:
 - \$450/ space: vendors selling only for food, snack, and dessert menus
 - \$1000/ space: vendors selling food, snack, dessert, and non-soft drink beverages.Once all qualified applicants are identified, the concessions selection committee will make the final decision about who is chosen to participate.
- ***Civic group drink truck vendor*** – only civic organizations from Tuscaloosa County may apply for inclusion in this category. This vendorship category involves the civic group selling drinks for drink trucks on Kentuck's behalf. For their efforts, the group will be paid 15% of the adjusted gross receipts based on the number of drinks sold per truck. The details of the partnership are outlined in a contract with Kentuck. Groups may join forces and work together to staff a drink truck; student groups are welcome provided that adult supervision is continuously present; or a group can request several drink trucks. Averages of 15,000 drinks are sold during the Kentuck Festival. We estimate that four drink trucks will be in operation during the Festival. Once all qualified applicants are identified, the vendors will be randomly chosen.

The factors that will be considered in food vendor selection include but are not limited to:

- Quality of product/foods-Kentuck reserves the right to require samples.
- Amount of space required-Kentuck may require more specifics about your booth.
- Appearance of booth/display.
- Recommendations of other festival coordinators and health department inspectors.
- Capacity to serve a high quality product to large groups.
- Electrical requirements- please be specific.
- Diversity of food types- the offering of breakfast items and regional, ethnic and vegetarian foods are a priority. A maximum of 2 of the same types of specialty foods can participate in the event.
- Timely payment in full of all fees.

Festival attendance is estimated at 30,000 for the weekend with Saturday's crowd generally larger than Sunday's.

To apply as a Kentuck Food Vendor please submit:

- application
- **one** signed Vendor information and Agreement form (keep the other for your records)
- booth rental fee; check payable to Kentuck
- photo of display
- copy of 2009 Temporary Retail Food License
- Copy of insurance
- a self addressed stamped envelope by **June 30, 2009** to the Kentuck Museum Association, Inc., Concessions Committee, 503 Main Ave., Northport, AL 35476; for additional information call (205) 758-1257.

Kentuck Festival Food Concession Application 2009
APPLICATION DEADLINE IS *JUNE 30, 2009*

Organization Name: _____

Contact Person: _____

Address: _____

City _____ State _____ Zip Code _____

Phone: (Daytime) _____ (Evening) _____

Best time to Call: _____

ELECTRICAL
 REQRUMENTS: _____ 20 A _____ 40 A _____ Other

NEED WATER? _____ Yes _____ No

CONSTANT SUPPLY

NEEDED? _____ Yes _____ No

Only need access to water? _____ Yes _____ No

USE OF PROPANE IN

FOOD PREPARATION: _____ Yes _____ No

NUMBER OF BOOTH SPACES: _____

(Each space is 10 ft. x 12 ft. @ \$450 FOOD ONLY, \$1000 FOOD AND BEVERAGE. Multiple spaces are rented at SAME RATES X number of spaces. Additional 10 ft. x 12 ft. space adjacent to primary location is available for an additional fee of \$450- Contact Kentuck for details.)

COMMERCIAL VENDORS:

ALL FOODS AND BEVERAGES OFFERED FOR SALE MUST BE LISTED BELOW:

NOTE: SOFT DRINKS AND WATER ARE COKE PRODUCTS, SOLD ONLY BY KENTUCK

Beverages: _____

Foods:

<u>Product Name</u>	<u>Description of Ingredients and Dressings</u>	<u>Description of Preparation</u>	<u>Portion Size</u>	<u>Price</u>

- Attach:**
- _____ Signed Vendor Agreement Kentuck
 - _____ Check for total rental of booth space payable to Kentuck
 - _____ A photograph of the booth/display you will use at the Kentuck Festival
 - _____ Copy of 2009 Temporary Retail Food Vendor License
 - _____ Copy of insurance
 - _____ Self-Addressed stamped envelope

**ONLY THOSE ITEMS LISTED ABOVE WILL BE ALLOWED TO BE SOLD
 BASED ON COMMITTEE APPROVAL**

The following questions will help us understand your product and its quality. Please answer each question fully. All information you reveal to us is confidential and will only be used for selection purposes.
ALL APPLICANTS PLEASE RESPOND TO EVERY QUESTION.

Food Vendors Only

1. What brands of raw materials do you use in your primary products?

2. What can you tell us about yourself that will lead us to select your project? (Or group in the case of drink vendor application).

3. Name 2 other festivals or special events and dates at which you sell your product or have managed drink concessions:

Festival 1 Name	Festival 2 Name
Contact:	Contact:
Address:	Address:
City, State:	City, State:
Tel. #:	Tel. #:

4. Who was your contact person at the Public Health Department for each of these festivals cited above?

5. How many individual orders do you estimate you can fill in an hour while maintaining a high quality of your product if the crowd is continuous?

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED
Be sure to include all attachments. Those without Vendor or applicable Business License will be considered incomplete. Please forward to Kentuck as soon as possible.
APPLICATION DEADLINE IS *JUNE 30, 2009*
Notification of election status will be made within 3 weeks of application deadline.
THANKS FOR APPLYING!

Kentuck Concessions Vendor Information and Agreement

October 17 & 18, 2009

BOOTH RENTAL FEES

1. All booth spaces are 10 ft. x 12 ft. The cost is \$450 food-only vendors, \$1000 food and beverage vendors. No partial spaces are available. If the area you need is larger than 10 x 12 you will need to rent an additional space for \$450.
2. Booth rental fee is due with application.
3. Booth rental fee is non-refundable.
4. No generator driven, refrigerated trucks are allowed.

SOFT-DRINK AND WATER SALES/ CIVIC GROUP DRINK TRUCKS

1. **ALL** soft-drinks and water are sold only from Kentuck drink trucks and are exclusively COKE Products.
2. Interested groups must complete an application packet. Substantiation of the organization's mission statement, goals, objectives and Tuscaloosa County residence is required. Groups are also asked to identify the number of members available to work at the Kentuck Festival.
3. Teen youth groups are encouraged to participate. A responsible adult/sponsor must be present continuously.
4. Civic groups earn **15% of the adjusted gross receipts** of drinks sold.
5. A contract formalizing the agreement is required.
6. Selection of groups chosen to operate drinks trucks is made randomly from those groups that qualify.
7. Drinks and ice are provided by Kentuck.

OTHER DRINK SALES

COLD DRINKS

1. Any vendor can sell other (**cold non soft-drink**) beverages. **NO REFILLS ARE ALLOWED.**
2. Price per cold drink is **\$2.50**
3. The adjusted gross cost of drinks is \$2.27 (2.50- .23 tax).
4. Ice may be purchased at \$5.00 per bag (approximately 40 lbs.) from Kentuck or vendors may bring their own.

HOT DRINKS

1. Any vendor can sell hot beverages. **NO REFILLS ARE ALLOWED.**
2. Hot drinks (tea, coffee, hot chocolate) may be sold for whatever price the vendor chooses.

VENDOR SELECTION- FOOD

COMPETITIVE SELECTION FOR FOOD VENDOR SPACES

1. Selection is based on:
How closely the vendor meets the following criteria:
 - Quality of products/ foods
 - Amount of space required
 - Appearance of booth/display
 - Recommendations of other festival coordinators and health departments
 - Capacity to serve a high quality product to large groups
 - Electrical requirements of the vendor
 - Diversity of the food types
 - Timely payment in full of all fees

CHECK IN

1. **Each vendor will be assigned a time to move into their assigned space. Move in times are staggered to allow each vendor to move in and get settled before their neighbor arrives.**
2. Upon arrival in Kentuck Park, check in at the park entrance for assistance in locating your space.
3. A person is assigned to each concession site to assist you; let them know if you have questions or need help.
4. The move in schedule is fairly tight. Please be on time or let us know if there is a problem so we can work with you to find a solution.

CHECK OUT

1. All vendors are expected to remain in place until the Festival closes at 5:00 P.M. on Sunday.
2. Pay sales taxes at Festival headquarters before you leave. Each vendor is responsible for collecting and paying sales tax as required by law.
3. Settle your account with Kentuck Concessions at concessions headquarters before you leave.
4. Drink truck vendors will be assigned times to turn in their money during the day on Saturday and Sunday as well as at the end of the festival on Sunday.

GENERAL INFORMATION

Vendors are responsible for all equipment needed for their operations. Security is provided in the park on Friday and Saturday nights. The Kentuck Museum Association, Inc. will not be responsible for loss or damage of any items. Each concession area must be staffed at all times during Festival hours. Kentuck strongly discourages vendors from remaining on festival grounds after hours. Be prepared to leave festival grounds Saturday at the close of festival day. **Any considerations for exceptions must be made in writing at time of application.**

GENERAL RELEASE

I have read and understand the rules on both sides of this sheet that guide the Kentuck Museum Association, Inc., concessions operations and agree to abide by them. I am authorized to commit my business or organizations to participate in the Kentuck Festival as a concessions vendor. I hereby and forever discharge Kentuck Museum Association, Inc., its directors, officers, employees, and volunteers of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or equity from any loss or damage to the property held by the business or organization of which I am a member while in the possession, supervision, or auspices of Kentuck Museum Association, Inc., its agents, representatives, or employees.

Name and position in business/organization

Date

Mail to: *Kentuck Museum Association, Inc., Concessions Committee, 503 Main Avenue, Northport, AL 35476*

Include:

- _____ **Completed Vendor Application Form**
- _____ **Signed Vendor Agreement**
- _____ **Check payable to Kentuck for total rental of booth space**
- _____ **Photograph of the booth/display you will use at the Kentuck Festival**
- _____ **Copy of 2009 Temporary Retail Food Vendor License**
- _____ **Copy of general liability insurance naming Kentuck Museum Association, Inc. as additionally insured; coverage amount not less than \$500,000 COMBINED SINGLE LIMIT per occurrence**
- _____ **Self-Addressed stamped envelope**