



KENTUCK

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

Dear Food Vendor:

The 46th Annual Kentuck Festival of the Arts is set for October 21 & 22, 2017 at Kentuck Park in Northport, Alabama. For the festival food courts, we are looking for commercial food vendors who prepare a variety of foods, desserts, and beverages. Vendors who sell only beverages (such as tea, coffee, lemonade, non-soda drinks 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 spaces are available at the following rates:

- \$450 per space: vendors selling only food, snack, and dessert menus
- \$1000 per space: vendors selling food, snack, dessert, and beverages other than the water and soft drinks that are sold exclusively by the Kentuck trucks as noted above.

The Concessions Selection Committee chooses successful applicants from all qualified applicants based on a variety of factors including but not limited to the following:

- 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 vending booth/display.
- visible posting of all prices in letters no less than 3" high and 6' above the ground.
- recommendations of other festival coordinators and health department inspectors.
- capacity to serve a high quality product to large groups.
- electrical requirements. Please be specific about your needs in your application.
- diversity of food types. We particularly are interested in adding breakfast items and regional, ethnic and vegetarian foods to the offerings at Kentuck. As a general guideline, no more than two vendors of the same type of specialty food will be invited to participate.
- timely and complete payment of all fees.

To apply as a Kentuck Food Vendor please submit the following by July 31, 2017 to the Kentuck Museum Association, Inc., Concessions Committee, 503 Main Ave., Northport, AL 35476:

- application
- **one** signed Vendor Information and Agreement Form (keep the other for your records)
- booth rental fee; check payable to Kentuck
- photo of vending booth/display
- copy of 2017 Temporary Retail Food License. Contact information for the Tuscaloosa County Health Department can be found at <http://www.adph.org/tuscaloosa/index.asp?id=5592>, or by calling 205-562-6900.
- copy of insurance
- a self-addressed stamped envelope

For additional information call 205-758-1257.

Kentuck Concessions Vendor Information and Agreement

October 21 & 22, 2017

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 upon acceptance and is not refundable.

REQUIREMENTS AND PROHIBITIONS

1. No refills of beverages are allowed.
2. Vendors may not sell water or soft drinks.
3. All prices must be posted in letters at least 3" high on a sign mounted at least 6' above the ground
4. Must accept cash, debit cards, and credit cards as forms of payment.

COLD DRINKS

1. Any vendor can sell beverages other than soft drinks or water. **NO REFILLS ARE ALLOWED.**
2. Ice may be purchased at \$2.50 to \$5.00 per bag (depending on the size of the bag.) 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.

CRITERIA FOR COMPETITIVE SELECTION FOR FOOD VENDOR SPACES

Selection is based on how well the vendor meets the following criteria:

- quality of products/ foods
- visible posting of all prices in letters no less than 3" high
- 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 **ice** account with Kentuck Concessions at concessions headquarters before you leave.

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 Kentuck Festival Food Concession Application Form**
- _____ **Signed Kentuck Concessions Vendor Information and Agreement (this form)**
- _____ **Check payable to Kentuck for total amount of booth space rental**
- _____ **Photograph of the booth/display you will use at the Kentuck Festival**
- _____ **Copy of 2017 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**

Kentuck Festival Food Concession Application 2017
APPLICATION DEADLINE IS *JULY 31, 2017*

Organization Name: _____

Contact Person: _____

Address: _____

City

State

Zip Code

Cell: _____ Email _____

Phone (Business) _____ Fax: _____

Best time to Call: _____

How much electricity do you need—give amp and voltage: _____

Do you need running water? _____ Yes _____ No

Do you need a constant supply of running water? _____ Yes _____ No

Do you only need access to water? _____ Yes _____ No

Do you use propane in food preparation? _____ Yes _____ No

For how many booth spaces are you applying? _____ (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 PEPSI 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 Kentuck Concessions Vendor Information and Agreement**
 - _____ **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 2017 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**

Food Vendors Only

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 must reply to every questions.

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 CANNOT BE CONSIDERED

Be sure to include all attachments.

Applications without a 2017 Temporary Retail Food Vendor License or other applicable Business License will be considered incomplete.

Please forward to Kentuck as soon as possible. APPLICATION DEADLINE IS *JULY 31, 2017*

Notification of election status will be made within 3 weeks of application deadline.

THANK YOU FOR APPLYING!