

FOOD VENDOR INFORMATION

(Please keep this informational sheet for your records)

FOOD VENDOR HANDBOOK

If your application is accepted, you will receive a **Food Vendor Handbook** in the mail. The handbook will include: your contract, confirmation of approved menu items to be sold, electrical and fire code information, parking information, directions to the festival, a park map, your set-up time and other pertinent information. Be sure to return the completed contract, proof of insurance, and payment by April 12, 2019.

FOOD VENDOR FEES

Please refer to the attached Food Vendor Application for booth pricing. Vendors will be charged 20% of their daily net sales. Vendors must have a cash register and are responsible for printing a "Z" report for each day of the event. Additional information about cash registers will be included in the food vendor handbook.

FOOD VENDOR FINAL "Z" REPORTS

Final tallies will be individually scheduled and taken on Sunday morning June 16, 2019 - or can be taken **Saturday night at close of festival**. A personalized schedule will be sent you upon being accepted as a vendor.

MENU

Please submit a complete and detailed list of each food item you wish to sell. For example, "hot dog" is too general. Instead, try "all-beef, foot-long hot dog." Food items not approved by the Festival Committee will not be allowed for sale or display at the Festival. We strongly encourage inclusion of food items that **use cherries** as an ingredient or garnish. During the Emmett Cherry Festival, we will try to feature and promote all "**cherry**" items our vendors have for sale.

HEALTH CERTIFICATES

Southwest District Health requires all food vendors to secure the necessary health permit PRIOR to the event. This is strictly enforced. Call (208) 455-5415 for details.

ORIENTATION MEETING

Mandatory orientation meeting will be held Monday, June 10, 2019 at 10:00am in the Food Court. More information about the orientation meeting will be provided in your handbook.

MOVE-IN & SET-UP

If you are accepted as a food vendor, your exact move-in and set-up time, as well as location, will be included in your handbook. Set-up runs from 7:00 a.m. to 3:00 p.m. on Monday, June 10, 2019. **NO EARLY ARRIVALS WILL BE PERMITTED.** To accommodate all vendors, no vehicles may remain in the Food Court area unless you are unloading during set-up. More information about space assignments will be included in your handbook. No vehicles of any kind will be permitted inside the Food Court area after 4:00 p.m. on Monday, June 10, 2019. If you need to move items after that time, please bring a hand truck or other such device to transport your items. Load in daily for supplies - drive up to booth and drop off one hour before event starts.

BOOTHS

Food vendor booths must be open and operational at all times of each day of the Festival during posted hours: Wednesday and Thursday 11:00 a.m. to 10:00 p.m., Friday and Saturday 11:00 a.m. to 11:00 p.m., or close of festival. An overhead cover is required. All canopies, tents and structures must be free-standing and secured in the event of strong winds or other weather conditions. **ABSOLUTELY NO STAKES WILL BE ALLOWED TO SECURE YOUR BOOTH.** Trailer skirting is mandatory for all trailers. Due to noise concerns, **generators will not be permitted.** **All light bulbs in food service areas must be completely covered by lenses or protective tubes.** **LED bulbs constructed of plastic do not require guards.**

PARKING

Vendors will receive ONE parking pass for on-site parking. Additional vehicles will be charged \$5.00 each time they enter the on-site parking area.

TEAR-DOWN

You may begin tear-down at midnight on Saturday, June 15, 2019. Tear-down **MUST** be completed by noon on Sunday, June 16, 2019. A clean-up fee will be assessed if your tear-down is not completed by noon or if additional clean-up of your space is necessary after you leave.