



# 86th Annual Emmett Cherry Festival

JUNE 17-20, 2020



Presented by



## 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 10, 2020.

### 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 or emailing 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 21, 2020 - or can be taken **Saturday night at close of festival**. A personalized schedule will be sent to 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 15, 2020 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 15, 2020. **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 15, 2020. 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 20, 2020. Tear-down **MUST** be completed by noon on Sunday, June 21, 2020. 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.