

2010 Food Vendor Application

Saturday - June 5, 2010

9:00 am – 5:00 pm

Located on Main Street in designated areas

Email questions to: Kris Wentworth

duvalldays@gmail.com

Or leave a message at (425) 788-6949

Duvall Days Country Livin' Festival Food Vendors



Dear Food Vendor ~

Attached is the 2010 Duvall Day's Country Livin' Festival Food Vendor application and policy. The Country Livin' Festival is an annual community event which welcomes over 4000 people and celebrates the heritage of our eclectic community.

This year Duvall Days has undergone a number of changes including a renaming and a re-organization. This year we will not have a Food Court. All Food Vendors will be located in different locations throughout Historic Duvall. We are limiting the number of Food Vendors that are allowed to participate, and there are several changes that may eliminate your ability to participate. We are excited about the changes made and believe they will help those participating to have a very successful event. **Please pay careful attention to the NEW 2010 Food Vendor Policy.**

I recognize that your permit may be pending with King County Health Department or that you may be in the process of renewing your Food Handlers Card for this year. If this is the case, please state this information on your application form. Do not send old permits or soon-to-be expired food handler's card copies as they will not be accepted.

Those who mail applications that do not have all required documentation attached will be placed in a pending file until we receive all required documents. Once all required documentation is received, your application will then be reviewed. Your check will be returned if you are not accepted this year.

Should you have any questions or concerns, please do not hesitate to contact me at the number below. I will check messages daily at this number, and return calls Monday – Friday 8:00-5:00 p.m.

I look forward to seeing your application in the mail soon,

Sincerely,

Kris Wentworth
Duvall Days Organization, Director
33932 NE Stossel Creek Way
Duvall, WA 98019
Email: duvalldays@gmail.com
(425) 788-6949

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FOOD VENDOR INFORMATION

First & Last Name: _____ Company Name: _____

What is listed on your Business Banner/Sign: _____

Mailing Address: _____

Day/Evening Phone: () _____ Cell Phone: () _____

E-mail address: _____ Web Address: _____

WA State Tax (UBI): # _____ Vehicle License Plate Number: _____ State: _____

Note: You are not required to have a City Business license with the City of Duvall.

Make/Model: _____ Auto Insurance Co and Policy #: _____

Insurance Liability Company and Policy # (Required): _____

Please check the classification that best describes your business:

___ Local Business (business which operates in 98019)

___ Non Profit

___ Other Business (business which operates outside of 98019)

In case of Emergency, please contact:

Name: _____ Phone: _____ Relationship: _____

Primary Care Physician (this information is kept strictly confidential and will only be used in the event Vendor becomes unable to communicate with Emergency personnel. This information is kept with the Market Director on market site at all times. This information will only be disclosed to emergency personnel only. By not disclosing this information will in no way affect the application process.

Physicians Contact Information:

Name: _____ Phone: _____ Allergies: _____

Medical Insurance Company: _____

All information is kept private and confidential and will only be used to assist Emergency and/or Medical staff should an emergency occur.

SPACE NEEDS – SET UP PREFERENCE – 10' X 10' STALL FEES

All stall space is pre-measured at 10' x 10'. Some food vendors require more than 10' x 10' in order to accommodate their trailer and or barbeque, or they require additional food prep area. Should you require more than a standard 10' x 10' space, you are required to pay for each additional 10' x 10' space needed. 10' x 10' spaces are side by side, not determined as one in front of the other. Your fee is based on your space usage (side by side) and Business Classification listed below.

_____ I require a 10' x 10' stall space only (for those vendors who will operate within a 10' x 10' canopy space). If you are operating under a 10' x 10' canopy, the canopy must clearly be marked FIRE RETARDENT. (You must have a Fire Extinguisher whether your product is flammable or not. If you do not have one, we will provide you with one at a charge of \$25.00)

_____ I require additional space (for those vendors who require additional operating space which takes them outside of the measured 10' x 10' space) and will pay for each additional 10' x 10' space.

a. I will have a Trailer/Cooker in my space: I will access Trailer door from: side ___ rear ____

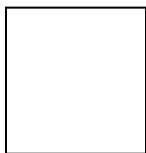
b. My trailer/Cooker measures a total of _____ feet x _____ feet (including hitch).

My total Booth Space requirement is: _____ Feet (Length) X _____ Feet (Width)

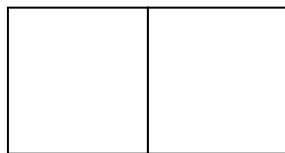
Your Food Booth Area MUST be fully self-contained: You must supply your own power source. If you are utilizing a generator you must provide your own fuel. THERE WILL BE NO POWER SOURCE PROVIDED. You must have all equipment required to meet the King County Health Department regulations. You will be required to pass inspection the morning of the event by 9:00 a.m. if you are unable to pass inspection you will not be able to participate in the event.

Note: Due to space limitations this season, vehicles are not allowed to remain in the food areas. Refrigeration trucks, cube vans or trailers deemed too large are not permitted to be parked next to the food booths. A designated parking area will be given to all food vendors and parking passes will be issued to those who are accepted.

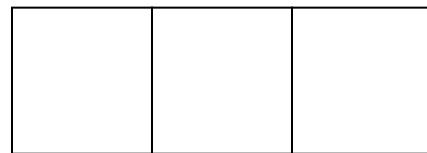
Please draw and/or describe your booth/table configuration showing trailer placement, food prep/cooking area, sales and where customers will need to access. (We recommend that you use "Order Here" & "Pick Up Here" signs.)



10' x 10'



10' x 20'



10' x 30'

When we are aware of what your space requirement is and the layout we will work to find the location that will work best for you.

Effective 2010 season: Those vendors using canopies: ALL vendors are required to have canopy weights of no less than 24 lbs for each leg of canopy. Vendors are not located on grass and therefore are not able to stake down. Food vendors are located on pavement. We will inspect each canopy prior to sales. Should you not have appropriate weights you will be asked to take down your canopy for that day. Our deductible is \$1000.00 per incident which vendor will be required to pay if damage occurs.

SET UP

We encourage all food vendors to set up all major equipment on Friday, June 4th. Friday set up time will begin at 3:00 pm and end at 7:00 pm sharp. You are required to state the time that you plan on arriving for set up. All stall spaces are assigned. Those who set up on Friday are allowed to bring in perishable food/items on Saturday am. Those Food Vendors who choose to set up all equipment on Saturday may arrive **no earlier** than 7:00 am – and must be off the Main Road and parked by 8:00 .am.

ALL FOOD VENDORS MUST MOVE VEHICLES OFF SITE BY 8:00 AM TO DESIGNATED AREA in order to ensure safety for those who are participating in the Fun Run – NO EXCEPTIONS. All food vendors must be ready for sales at 9:00 am or once King County Health Department gives you clearance to begin selling. All food vendors will remain set up until 5:00 pm. Should you sell out, you must post a sign which states, “sold out” and your booth must remain set up until 5:00 pm. **You are not allowed to dismantle until 5:00 pm.**

___ I will set up on Friday, June 4 at _____ o'clock. _____ I will bring my perishables Saturday am.

___ I will set up my entire booth and deliver perishables on Saturday am, June 5 at _____ o'clock.
(When you arrive on site go to the information booth and we will provide your space # and location map.)

PER BOOTH FEE CLASSIFICATION:

<u>Business Classification</u>	<u>FEE</u> <u>(per 10' x 10' booth)</u>	<u>Total# of Booths</u>	<u>Total</u>
Local Business (within Duvall City Limits)	\$175.00 x	_____	= _____
Non-Profits (Document Required)	\$125.00 x	_____	= _____
Other Business (outside of Duvall City Limits)	\$225.00 x	_____	= _____
TOTAL APPLICATION FEE SUBMITTING:			\$ _____

I have am enclosing a check or money order in the amount of \$ _____ Check # _____

HOLD HARMLESS AGREEMENT

Vendor has read and understands the **Duvall Days Country Livin' Festival Policies established by the DDO.** Food Vendor is bound by the terms and conditions outlined in them. Food Vendor will sell only what is listed on this application and any or all items not listed on this application will be subject to Jury prior to June 5, 2010. Food Vendor is responsible for the quality and safety of what they sell. Vendor shall indemnify, keep, save and hold harmless the Duvall Days Organization, the City of Duvall and all other agencies the DDO has agreements with, including Kris Wentworth/Valley Voice Weekly, from and against, any and all claims and demands, whether for injuries to persons, or loss of life, or damage to property, on or off the premises, arising out of the use or occupancy of the premises by vendor and shall defend at vendor's own expense any action brought against the DDO and any of the above mentioned organizations or any other person or organization with which DDO has a contractual relationship by vendor's acts or omissions.

Vendor Signature: _____ Date: _____

By signing this application, the vendor agrees to abide by ALL rules set forth by the Duvall Days Organization DBA: Duvall Days Country Livin' Festival and Duvall Day's management.

PLEASE RETAIN A COPY OF THIS SIGNED DOCUMENT FOR YOUR RECORDS

THANK YOU!

Remember:

- ▶ Please read and understand the set-up and NEW operation rules.
- ▶ Provide and attach all copies of any and all applicable Licenses/Permits.
- ▶ Food Vendors must attach a Menu or Brochure of items that you intend to prepare/cook.
- ▶ You may submit your Food Vendor Application regardless if King County Health Department documents are pending in their office, however your application will not be processed fully nor will you be given a permit to sell at the Duvall Days Country Livin' Festival until you have submitted all of the required documentation.
- ▶ **Please retain a copy of this signed application for your records.**

REFUNDS ARE NOT GIVEN ONCE YOUR APPLICATION HAS BEEN ACCEPTED.

Please send payment, completed application and all required documents by US Mail to:

Duvall Days Organization – Food Vendor

Attn: Kris Wentworth
33932 NE Stossel Creek Way
Duvall, WA 98019-0957

Checks/money orders should be made payable to: **Duvall Days Organization**

Questions may be submitted by email to duvalldays@gmail.com or by phone at (425) 788-6949.

DUVALL DAYS COUNTRY LIVIN' FESTIVAL FOOD VENDOR POLICY JUNE 5, 2010

GENERAL INFORMATION

All food vendor applicants must submit the following in order to be considered "permitted to sell" and participate at the 2010 Duvall Days Country Livin' Festival:

- ✓ Food Vendor Application
- ✓ Certificate of Liability Insurance (naming the City of Duvall and the Duvall Days Organization)
- ✓ Food Handlers Card of those operating booth(copy)
- ✓ Food Permit (copy)
- ✓ Non-Profit Certificate (copy)
- ✓ State of Washington Master Business License (copy)

Applications will be accepted until space is full.

SMOKING IS NOT PERMITTED WITHIN 35 FEET OF FOOD VENDORS AND FOOD AREAS.

FOOD VENDOR REQUIREMENT

- ✓ Food vendors are assigned a 10' foot x 10' foot stall space and will be required to stay within the 10' x 10' foot measurement, unless otherwise requested and paid for when submitting your application. Those vendors requiring additional stall space are required to pay for each additional 10' foot x 10' foot space.
- ✓ All Food Vendors are required to supply any and all equipment for food preparation, distribution, etc. as in all required plates, napkins, and utensils, condiments, tables within display, and or any other equipment needed to prepare and sell food products.
- ✓ **Styrofoam is not allowed. All packaging should be recyclable packaging.** Recycle and Garbage containers will be placed in Food Areas. For more information on recyclable materials, you may visit Trellis Earth at www.trellisearth.com.
- ✓ **ALL FOOD VENDORS ARE REQUIRED TO CLEAN UP YOUR STALL SPACE PRIOR TO DEPARTURE.** All Boxes, containers, food containers, etc. must be removed from your site and disposed of properly.
- ✓ Vendors shall provide your own garbage bags.
- ✓ All Food Vendors may sell Soda, Commercial Bottled Water.
- ✓ Vendors are not allowed to sell Alcoholic Beverages of any type.
- ✓ **Smoking is not permitted within 35 feet of Food Areas.**

HEALTH DEPARTMENT

Participants shall also meet the booth requirements of the King County Health Department and have all required permits and equipment in place. Health Department information is available at:

<http://www.metrokc.gov/HEALTH/foodsfty/foodbusiness.htm>

DUVALL DAYS COUNTRY LIVIN' FESTIVAL PROVIDES THE FOLLOWING:

- ✓ Garbage Cans– Recycle Cans– Garbage collection
- ✓ Restrooms and sinks required by Health Department (event will not provide vendor required hand washing stations).

SIGNAGE

Vendors must provide their own booths, equipment, and signs. Signs must look professional. Only the Booth Name as stated on the application is allowed on signage. We recommend that you use "Order Here" & "Pick Up Here" signs.

INSURANCE

All accepted food vendors are required to provide a Certificate of Liability Insurance naming the Duvall Days Organization and the City of Duvall as additional insured.

SELECTION PROCESS

The Duvall Days Organization reserves the right to refuse the application or portions of application of food vendors based on the following:

- ✓ Duplication of food product - It is the goal of this event to eliminate as many duplicates as possible. You may be asked not to sell a particular item once your application has been reviewed.
- ✓ Space needs of food vendor
- ✓ Satisfactory participation in previous years (i.e. prior cleanliness of stall space when vacating in 2009, etc.)

FESTIVAL HOURS

The festival will operate from 9:00 am – 5:00 pm; Saturday, June 5, 2010. Vendors must be prepared for food sales beginning no later than 9:00 am. Morning events prior to lunchtime include the Fun Run and the Duvall Days Country Livin' Festival Parade.