



# Capitol Federal Amphitheater®

## 2023 Vendor Application

### Overview

Food vendors may choose to participate at individual events or the entire event season. To be a food vendor at Greater Andover Days, you will need to fill out a separate application. Only one application is required to participate in multiple events. Gates will open one (1) hour prior to each event and vendors will be permitted to sell through the entire event time. Please see application for event dates.

Spaces are available to accommodate approximately six (6) food vendors at each City Concert, up to eight (8) for Food Truck Fridays, and one (1) at each Movie in the Park. Location assignments will be based on many factors, including previous participation, truck size, power and water requirements, and the date the application is received.

Applications for all events are due **Monday, June 1, 2023**. Vendor applications will be reviewed and considered on a first come basis.

### Fees & Services

Vendors must submit a \$200 deposit per event, payable by check, with the application to be considered for participation. If vendor is not chosen to participate, the full deposit will be returned. This deposit will be held until after the event. Deposit will be forfeited if vendor chosen for the event fails to participate or provide payment according to the terms below, or if the City of Andover determines there is damage to the assigned vendor space following the event.

Vendors are required to charge sales tax. The City of Andover will assess a 10% fee on gross sales. Vendors will be required to record all sales and provide gross sales report to the City of Andover. Fees and gross sales reports are due at the end of the event. City staff will be onsite for settlement. Fees may be paid by cash, check, credit card or electronic check. Please note that credit cards and electronic check payments are subject to transaction fees.

Vendor spaces measure 10'x20' (WxD) Vendors may occupy multiple spaces but must confirm total dimensions on the application. Only the number of allotted spaces per dimensions will be granted at the events. Trucks or trailers must fit in the allotted space. The City of Andover will not provide napkins, utensils, or any other materials for each vendor.

The Capitol Federal Amphitheater® has twenty-two (22) 110 V/20 Amp outlets and six (6) 220 V/50 Amp outlets. Please note the limited number of 220 V/50 Amp outlets as these will fill up fast and priority will be given based on application submission dates. Water is included free of charge and ice is the responsibility of the vendor.

Vendor is responsible for the cleanliness of the rented space(s). It is expected that the space(s) will be left in the same condition upon conclusion of the event. Vendors selling items processed with grease/oils must cover the susceptible areas.

### Insurance/Licenses

The City of Andover requires all food vendors to have a valid Kansas food license and sales tax identification number. The City of Andover also requires \$1,000,000 of liability insurance for each

vendor and the City of Andover must be named as additional insured. Certificates of Insurance and copies of vendor's food license must be provided to the City prior to the event. All vendors must meet minimum requirements of the Butler County Health Department. Vendors must have an up-to-date license displayed in a visible place during operation.

## **Other Information**

Specific information for each event (set up times, parking, etc.) will be confirmed no later than two (2) weeks prior to each event.

Vendors must adhere to all city and state laws. The City reserves the right to refuse vendors for each event for any reason. Upon acceptance, vendors will be required to sign a participation agreement that will outline policies and guidelines.

**Vendors will only be permitted to sell what is listed on the menu submitted on this application.** Water and non-alcoholic beverages are permitted; however, the sale of alcoholic beverages at your truck or booth is strictly prohibited. Glass containers are not allowed at Capitol Federal Amphitheater®.

The vendor and all participants shall indemnify, keep and hold harmless Capitol Federal Amphitheater®, the Andover Convention and Visitors Bureau, and the City of Andover, their agents, representatives, members, officials, and employees from any and all liability caused by injury or other circumstances resulting from participating as a vendor. Spaces assigned to the vendor are public and cannot be considered exclusive by the user. The vendor is responsible for any damage done to setup location.



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### CONTACT INFORMATION

Vendor Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website/Social Media: \_\_\_\_\_

### VENDOR SPECIFICS

Please circle one: Food Truck/Trailer      Booth/Canopy

Number of staff at event: \_\_\_\_\_ Total Dimensions (WxD): \_\_\_\_\_

Menu (please include prices): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*No alcoholic beverages may be sold out of the booth/truck at any time during the event(s). No glass containers allowed.

Please indicate your power requirements.

110 Volt/20 Amp (22 Available)      Number of Outlets Needed: \_\_\_\_\_

220 Volt/50 Amp (6 Available)      Number of Outlets Needed: \_\_\_\_\_

### INSURANCE/LICENSE

State of Kansas Food Vending License # \_\_\_\_\_ Sales Tax ID: \_\_\_\_\_

Liability Insurance in the amount of One-Million dollars that names the City as an additional insured is required. A Certificate of Insurance shall be provided to the City no later than thirty days prior to the event.

Certificate of Insurance received \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_

## EVENT DATES

(Please circle dates you wish to participate as a vendor.)

### Movies in the Park

- Sunday, June 25, 6 p.m.
- Sunday, July 30, 6 p.m.
- Sunday, August 27, 6 p.m.
- Sunday, October 22, 6 p.m.

### Food Truck Fridays

- Friday, May 5, 3:00 p.m. – 9:00 p.m.
- Friday, July 7, 3:00 p.m. – 9:00 p.m.
- Friday, August 4, 3:00 p.m. – 9:00 p.m.
- Friday, September 1, 3:00 p.m. – 9:00 p.m.
- Friday, October 6, 3:00 p.m. – 9:00 p.m.

### Concerts

- Friday, June 16
- Friday, June 23
- Friday, June 30
- Friday, July 7

Greater Andover Days application is a separate application.

## PAYMENT

Make checks payable and return applications to:

City of Andover, KS  
Attn: Daynna DuFriend  
1609 E Central Ave  
Andover, KS 67002

\$200 deposit due with application