

## COMMERCIAL FOOD VENDOR APPLICATION

- ▽ APPLICATIONS DUE July 19, 2019
- ▽ Hours of Operation: Thursday, September 26, 2019 5 pm—10 pm, Friday, September 27, 2019, 5 pm - 10 pm, Saturday, September 28, 2019 10 am- 10 pm and Sunday, September 29, 2019 11 am– 4 pm.
- ▽ Booth space will be assigned on first-come basis at Andover Central Park (1607 E. Central)
- ▽ **Send no payment now.** Food Concession Committee will select vendors and notify all applicants of decision by August 9. Return this application to Bruce Brittain, PO Box 790, Andover KS 67002.

### CONTACT INFORMATION

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

### CONCESSION BOOTH INFORMATION

Please include a photo and/or detailed diagram/description of the booth you will be using at the Festival, including any attachments (awnings, tents, etc.):

Dimensions (with attachments): \_\_\_\_\_

Electrical requirements (Amps required): \_\_\_\_\_

Water required: \_\_\_\_\_ YES \_\_\_\_\_ NO (Vendor to provide own hoses)

Other special needs: \_\_\_\_\_

Supply vehicle dimensions/description: \_\_\_\_\_

Licensed for food vending in the State of Kansas \_\_\_\_\_ YES \_\_\_\_\_ NO License # \_\_\_\_\_

Licensed in other states. If so, please list: \_\_\_\_\_

How does your facility meet State of Kansas Health Code Requirements for proper temperature storage, food handling/preparation and cleanliness (hand and utensil washing)?

Kansas Sales Tax ID \_\_\_\_\_

Menu: List ALL food and drink items you wish to sell at the 2019 festival, including prices. (attach menu or second sheet).

## COMMERCIAL FOOD VENDOR CONTRACT

This is a contract made between the Greater Andover Days Festival, Andover KS, and Commercial Food Vendor, hereinafter referred to as Festival and Vendor.

It is mutually agreed upon by these two parties that:

- Booth:** It is the vendor's responsibility to furnish a trailer no longer than 30' from which to sell items. Spaces are assigned on a first-come basis as directed by the Festival Committee.
- Vending Times/Dates:** Vending dates will be **September 26, 5 pm-10 pm, September 27, 5 pm-10 pm, September 28, 10 am—10pm and September 29, 11 am - 4 pm.** Setup may begin on **Thursday at 9 am in Andover Central Park.** Festival volunteers will assist with staging. Vendors will be issued one vehicle pass for loading and unloading and for access to a reserved parking space. The Festival is an outdoor event and vendors will remain in Andover Central Park, rain or shine.
- Licenses:** All booths 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.
- Cleanliness:** Vendor is responsible for assigned spot. It is expected it will be left in the same condition it was found. Vendors selling items processed with grease must cover the susceptible areas.
- Electricity:** Available in the park are 110V and 220V electrical pedestals. Vendor is responsible for making connections to the electrical source (i.e. providing compatible electrical plugs and supplying appropriate-sized power cords in safe operating condition.) Extension cords may not be used in a series. Extension cords crossing sidewalks must be covered and taped. Concessions that have hot surfaces need to be secured so as to keep the public from coming in contact with the concession. Each food establishment doing any type of cooking must have a fire extinguisher.
- Water:** Water is available. All hoses to be provided by the Vendor and must be a drinking /fresh water hose type.
- Items for Sale or Distribution:** Food vendors shall provide a complete list of items to be sold which will be approved in advance. A brochure or menu is acceptable. Although we strive to limit competing products, the Festival does not guarantee any vendor the exclusive right to sell any product.
- Application Rejection Policy:** The Festival Committee reserves the right to reject any application.

### BOOTH PRICES

*For concession space with electricity provided. Spaces are approximately 30' in length. Mark choices clearly.*

**Local Vendor** (733 & 218 phone prefix)

**\$225** for all four festival days

**Non-Local Vendor**

**\$275** for all four festival days

Total Fee Due Upon Acceptance. Fee includes purchase of one festival button.

**Send no money now.**

9. **Liability Insurance:** Proof of liability insurance must be provided by July 19, 2019
10. **Vending Fee:** Under no circumstances will there be a refund of any portion of the vending fee.
11. **Indemnity:** The Vendor and all participants shall indemnify, keep and save harmless the Chamber of Commerce, Greater Andover Days, 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 in the vendor program. 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.

**I have read and understand the conditions, terms, and rules provided herein and agree to comply. I further understand that failure to do so may result in immediate dismissal from the event and forfeiture of vending fee.**

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**Vendor Signature**

**Date**

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**Printed Name of Vendor**

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**Address**

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**Greater Andover Days Festival Committee**

**Date**

**Please Return the Following by Friday, July 19, 2019:**

- **One SIGNED copy of the CONTRACT**
- **CERTIFICATE OF INSURANCE** (or have insurer mail before July 19, 2019)
- **\*MAIL TO:**  
Bruce Brittain  
PO Box 790  
Andover KS 67002

**\*Selected vendors will be notified by August 9th  
and must submit booth fee to the address above.**

**Thank you.**