

SAF&F 2018 Booth Information

Organization/ Business Name _____

Complete one:

Cart Length _____ ft. Side (depth) _____ ft. Height _____ ft.

Tent Length _____ ft. Side (depth) _____ ft. Height _____ ft.

Trailer Length _____ ft. Hitch length _____ ft. Height _____ ft.

Do you need extra workspace? _____ How much space? _____

Please make a diagram of your booth using a bird's eye point of view on this sheet. Please show which side is for food ordering/ pick up. Will you have any side(s) closed using flaps? Will you require extra workspace outside of your cart / tent / trailer? Actual measurements are needed. No artistic talent required.

Food Booth Hours

North Food Court, Friday & Saturday 10 am – 8 pm, Sunday 10am – 5 pm

South Food Court, Friday & Saturday 10 am – 7 pm, Sunday 10am – 5 pm

Important Dates

March 12, 2018 - Application due & Proof of insurance due

March 28, 2018 - Notifications emailed

April 23, 2018 - Signed contract along with \$500 deposit and \$50 electrical fee due

June 22, 2018 - Verification of City of Salem and SAF&F additionally insured due

July 28, 2018 - SAA Sales Report, cash register "Z" or "square" report and 25% of gross sales due

Please send application to:

Food Vendor Application, Salem Art Association, 600 Mission St SE, Salem, Oregon 97302

Notifications will be emailed late March/early April. If selected, deposit and fees will be due at that time. If you have questions, please contact Stephanie Patterson, Events Director, at 503-581-2228 or at Stephanie@SalemArt.org.

Vendor Initials _____

2018 Salem Art Fair & Festival (July 20-22)

Food Booth Application Information

Please read carefully as the application has changed from previous years

The Salem Art Association is accepting applications for the two food courts at this year's event. There are approximately 20 food booths at the event offering a wide-range of food. Festival coordinators are always seeking creative menu items. We encourage all past participants who are applying again this year, to consider changing their menu to reflect a changing demographic. Attendee feedback indicates the public is seeking healthier food items. If you are a past participant, and your food sales were low, it is important for your group to consider re-creating your menu in order to be invited to participate.

ALL PARTICIPATING FOOD VENDORS ARE REQUIRED TO USE COMPOSTABLE PRODUCTS INCLUDING BIO UTENSILS AND FOOD CONTAINERS.

Food Booth Requirements:

- Food Vendors must provide their own tent/booth for selling food, not to exceed dimensions stated in the application including trailer tongues, awnings, etc.
- The booth must post a restaurant license. Someone with a valid food handler card must be supervising the booth at all times and all safety regulations must be observed.
- All booths must have a professional-looking sign located up high, on the outside of the booth, with the name of the organization selling the food clearly visible.
- Only electrical items listed on your contract are allowed. Personal coffee-makers are not allowed. Your representative may have made verbal modifications to your application to comply with electricity requirements, and these are reflected in your contract.
- Your organization must use either a cash register or square register for all sales. Reports must be done at the end of each festival day and each "Z" or "square" report must accompany your Sales Report at the end of the festival. Failure to supply "Z" or "square" reports will disqualify you from future participation at SAF&F.
- Salem Art Fair is Salem Art Association's annual fundraiser. A \$500 deposit is required for all For Profit Food Vendors and is due April 23, 2018. This amount will be deducted from the 25% of gross sales that SAA will receive.
- You must have liability insurance for a minimum of \$1,000,000. Both the Salem Art Association and City of Salem must be listed as an additional insured for the dates of the Art Fair. Proof of additionally insured is due **June 22, 2018.**
- All participating food vendors are required to use compostable products including bio utensils and food containers.

Vendors Initials _____

SAA:

- The Salem Art Association provides the space and placement for your booth.
- Electricity is hooked up and tested by a certified electrician prior to the start of the event.
- Food waste containers including grease disposals are provided by SAA.
- A water faucet for cleaning (not potable) is located in each Food Court. Participants will need their own container to transport.
- If you sell chips, you must purchase Kettle Brand chips from SAA. The chips will be delivered to the booths during the festival. No other brand of chips will be allowed at the festival.
- A Sales Report sheet will be provided to all food participants on site. **SAA collects 25% of gross sales.** Each group is responsible for filling out the sales report and including the register's daily "Z" or "square" report and submitting final payment by the due date. **Failure to do so will eliminate participation from future events.**
- Attendance is usually 35,000 throughout the 3-day event and does vary according to the weather.
- Due to challenges in receiving accurate receipts/payments SAA will have line spotter's roaming food courts through-out the three days of the festival. These spotters will visually monitor food booth lines and report back to SAA on the comparative levels of activity at the various food booths. Booths that are perceived to be inaccurately reporting their transactions over the three days will not be invited back.

Vendor Initials _____

Salem Art Fair & Festival's Terms of Service

Application and SAF&F Booth Layout:

Salem Art Fair & Festival Food Court applications are due with proof of insurance. Verification of City of Salem and Salem Art Fair as additionally insured is due June 22, 2018. Incomplete applications/verifications will not be considered for participation. Salem Art Association reserves the right to place the food booths at Art Fair as seen fit. Salem Art Association also reserves the right to accept or deny any food items or vendor for Art Fair.

Deposits, Electrical and Commission Fees:

Upon acceptance into SAF&F, Electrical Fees and a \$500 deposit are due on or before April 23, 2018 to secure your placement in SAF&F. During the event, the use of a cash register and sales tape is required by all vendors at SAF&F. A daily register report is required to be turned into SAA with the 25% commission on gross sales (minus the \$500 deposit) and the SAA Sales Report that is provided on site. The due date for the documentation and commission fee is no later than July 28, 2018.

Food Vouchers:

As a food vendor, participation in the Salem Art Fair & Festival includes accepting food vouchers from the volunteers and staff of the event. These vouchers are in the amount of \$7.00. Gross sales over \$7.00 are at the expense of the staff or volunteer presenting the voucher. Food Vouchers may be turned into SAA and counted as part of SAA's 25% commission. Failure to accept these vouchers could result in exclusion to further SAA events.

Indemnification:

Each party (the "Indemnifying Party") agrees to indemnify, defend and hold harmless the other party (the "Indemnified Party") from and against any loss, claim, liability, damage, costs or expense of any kind (including reasonable attorneys' fees).

This agreement shall commence upon execution by both parties and shall terminate upon the fulfillment of both parties' obligations hereunder with respect to the Salem Art Fair & Festival.

By signing below I agree to adhere to the rules of the Salem Art Fair & Festival.

Signature: _____ Date: _____

Printed Name: _____