

# 73<sup>rd</sup> ANNUAL SALEM ART FAIR & FESTIVAL

July 15-17, 2022

## Non- Profit Food Booth Application

(Please print)



Name of business \_\_\_\_\_

Contact Person \_\_\_\_\_

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

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

Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**Food/Beverage information** (once items are approved by SAA, changes are not allowed without the Events Director's prior permission). **A typed menu must be included with application.** It is strongly encouraged to attach a secondary menu if you specialize in different cuisines to increase your likelihood of being accepted.

**Please identify each food/beverage item to be sold**

**Price**

	Price

**Electrical information – 1800-watt limit - \$50 fee for electrical usage at SAF&F covers basic 1800watt**

**How many x Volts x Amps = Watts (1800 watts limit)?**

**Equipment Using:**

**Volts**

**x**

**Amps**

**=**

**Watts**

Equipment Using:	Volts	x	Amps	=	Watts
<b>Total</b>					

If additional electricity is needed, please contact SAA for information on fee structure.

**Oregon Food Handlers Number:** \_\_\_\_\_

**Business Name on Insurance Policy:** \_\_\_\_\_

**Name of Insurance Company:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**List previous festival experience operating a food booth:** \_\_\_\_\_

**What are your business' ecological sustainability practices? Are you familiar with Zero Waste events?** Compost containers and grease traps will be available on site for food vendors' use. All food vendors must dispose of food scraps in the compost containers provided.

## SAF&F 2022 Booth Information

Organization/ Business Name \_\_\_\_\_

Tent Length \_\_\_\_\_ ft. Side (depth) \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

Cart Length \_\_\_\_\_ ft. Side (depth) \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

Trailer Length \_\_\_\_\_ ft. Hitch length \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

Do you need additional workspace outside of booth/tent?  Yes  No If so, how much space? \_\_\_\_\_

We have limited space for food carts & trailers. Does your business have the ability to operate as in a tent?  Yes  No

Please include a photograph of your food booth/truck taken within the last year.

Please make a diagram of your booth using a bird's eye point of view on this sheet. Please show order/pick-up locations and placement of all equipment, including electrical appliances. If you require extra workspace outside of your cart / tent / trailer please indicate below. Actual measurements are required.

### Important Dates

**March 25, 2022**

Vendor application & proof of insurance due.

**April 4 – 8, 2022**

Acceptance notifications & contracts emailed.

**April 26, 2022**

Signed contract due with \$50 electrical fee and any additional electrical fees.

**April 26, 2022**

Insurance certificate naming City of Salem and Salem Art Association as additionally insured due.

**July 17, 2022**

Sales Report, cash register "Z" or "square" report and 20% of gross sales due.

### Food Booth Hours by Location

North Food Court, Friday & Saturday 10 am – 9 pm, Sunday 10 am – 5 pm

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

Please send application to:

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

Notifications will be emailed in early April. If selected, fees will be due at that time. If you have questions, please contact Tim Flowerday, Festival Coordinator, at [tim@Salemart.org](mailto:tim@Salemart.org)

# Salem Art Fair & Festival, July 15-17, 2022

## Food Vendor Application Information

*Please read carefully as the application is updated annually*

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. 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 FOOD VENDORS ARE REQUIRED TO USE SAF&F ZERO WASTE APPROVED COMPOSTABLE PRODUCTS INCLUDING BIO UTENSILS AND FOOD CONTAINERS. A list of approved containers & product request form will be distributed to accepted vendors.**

### 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 professional-looking signage located 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 run at the end of each day and "Z" or "square" report must accompany your Sales Report and settlement at the end of each day. Failure to supply "Z" or "square" reports will disqualify you from future participation at SAF&F.
- Salem Art Fair & Festival is a fundraiser for Salem Art Association.
- Liability insurance for a minimum of \$1,000,000 is required. 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 with signed contract.
- All participating food vendors are required to use SAF&F zero waste approved compostable products including bio utensils and food containers.

Vendors Initials \_\_\_\_\_

### SAA:

- The Salem Art Association provides the space and placement for your booth.
- Food waste containers including grease disposals are provided by SAA.
- Attendance is usually 36,000 throughout the 3-day event and does vary according to the weather.
- A water faucet for cleaning (not potable) is located in each Food Court. SAA does not provide water hook-ups to booths. You will need to supply your own container to transport water.
- 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. If selected, vendor agrees to pay **SAA 20% of gross sales**. Each group is responsible for completing the sales report and including the register's daily "Z" or "square" report and submitting payment at the end of each day. Failure to do so will eliminate participation from future events. All overdue payments will be charged a late fee.
- 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 Association as additionally insured is due with contract on April 26, 2019. 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 vendors for Art Fair. Past participant must reapply each year and are not guaranteed acceptance.

### Electrical and Commission Fees:

Upon acceptance into SAF&F, a \$50 electrical is due on or before April 26, 2022 to secure your placement in SAF&F. During the event, the use of a cash register and sales tape is required. A daily register report is required to be turned into SAA with the 20% commission on gross sales each day and the SAA Sales Report that is provided on site at the end of each day. The due date for the documentation and commission fee is no later than July 17, 2022, at close of festival. Settlement must be made before each vendor can load out.

### 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 20% commission. Failure to accept these vouchers could result in exclusion to further SAA events. Do not accept any other food or drink voucher. Doing so will be at the vendor's expense. Examples of SAA approved \$7.00 voucher will be provided to vendors prior to the event.

### 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: \_\_\_\_\_