



# Food Vendor Guidelines

## Application Process

- All vendors must apply each year.
- All questions on applications must be completed. Festival organizers may request clarification. Failure to provide requested clarification is grounds for rejection.
- Vendors must list on their application ALL items and services they wish to display or sell. Items not listed and approved may not be sold and must be removed from vendor's booth.
- Vendors are not granted exclusive rights to sell any particular item. The MFF will retain the right to determine which of a vendor's products are approved for sale.
- Applications must be postmarked by deadline indicated on application form. Timely applications will be considered before late applications.
- Failure to meet application and/or contract fee deadlines may result in forfeiture of booth location and/or booth space.

## Selection Process

The Festival Food and Beverage Coordinator and the Festival Coordinator will determine the number of food vendors before the applications are ranked.

Food Vendor Selection Committee (FVSC):

Applications will be reviewed by the Food Vendor Selection Committee, which is composed of:

- Montana Folk Festival staff (2 representatives)
- MFF Food and Beverage Coordinator (2 representatives)
- MFF Executive Committee (1 representative)
- Culinary Experts from the Community (2 representatives)

Vendor Selection:

The Food Vendor Selection Committee will review the applications as follows:

1. The applications will be categorized into:

- Ethnic Foods (35%)
- Montana/Regional Foods (20%)
- Snacks/Desserts (15%)
- "Fair" Foods (10%)
- Other Main Dishes (10%)
- Beverages (10%)

*Note: Our goal is to end up with these percentages of vendors from each of the food categories. However, if we do not have enough qualified applicants in a given category, the MFF will have the latitude to adjust these percentages as necessary.*

2. Each application will be given a numerical grade on the selection criteria:

- Product Quality (30 points possible)
- Product Uniqueness (15 points possible)
- Experience serving large crowds (20 points possible)
- History with the National Folk Festival (15 points possible)
- Local Vendor (10 points possible)
  - From Butte – 10 points*
  - From Southwest Montana – 7 points*
  - From Montana beyond the immediate area – 5 points*
  - From outside of Montana – 3 points*
- Non-profit organization (5 points possible)
- Overall presentation (5 points possible)

3. The Food and Beverage Vendor Selection Committee will review each vendor's rankings and will recommend a list of food vendors.

4. The selection process assumes vendors will be selected for booths in food courts throughout the festival site.
5. Applicants are notified by mail as to acceptance or rejection.
6. Vendors wishing to be listed in the Festival Program and on the web site must fulfill all contract responsibilities by applicable deadlines.
7. Complete contracts and required fees must be returned by indicated deadlines.

## **Pricing**

### Application Fee

- A non-refundable application fee of \$25 must accompany each application.

### Booth Fee

- The booth fee (for standard 10 feet of frontage) is \$600.00 for all vendors
- Additional frontage space is sold in increments of 1 foot at \$50 a foot.
- At the conclusion of the Festival, vendors will be required to reconcile their fee with the MFF. Failure to remit accurate payment may result in non-acceptance to future Festivals.
- No space will be held without a completed contract and full payment of the contract fee.
- Full payment must be received on or before May 1, 2012.

### Electricity Charge

- Vendors must indicate on their applications a complete, specific list of electricity needs. *The MFF will not guarantee the availability of electrical service beyond that which is indicated on the application.*
- Additional power may be available at some locations and will be charged on a time and materials basis.
- The MFF will not be obligated to meet extra power requests received after May 1, 2012.
- Refer to the Electrical addendum for pricing.

### Water Charge

- There is a fee of \$25 for a water hookup.
- You must provide up to 100 feet of hose certified for drinking water consumption
- Water cannot be supplied to all locations. Please indicate on the application if you require water.
- Vendors must supply an approved back flow device for each connection.

### Refunds

- No refunds will be issued for cancellations made after June 10, 2012.
- No refunds will be issued for inclement weather.

## **Beverages and Ice**

- The Montana Folk Festival will be the beverage vendor on site, selling beverages including carbonated sodas, water, and iced teas.
- Vendors may purchase beverages from the Montana Folk Festival for sale at their own booth.
- Vendors who wish to sell beverages must sell approved products unless their handcrafted product is deemed unique.
- Ice must be purchased from the Festival on site.

## **Hours of Operations**

- Festival Hours are:
  - Friday 4 p.m. to 10:30 p.m.
  - Saturday, 11 a.m. to 10:30 p.m.
  - Sunday 11 a.m. to 6:30 p.m.
- Booths must be staffed for all hours agreed to on the contract.
- The Festival goes on rain or shine. Vendors must be prepared for inclement weather.
- There will be limited opportunity for food vendors at sites that close at 6 pm on Saturday.

## Taxes and Insurance

- Vendors are responsible for all state and federal taxes. There is no sales tax in Montana.
- Vendors must furnish the MFF with a certificate of insurance showing tenant's liability insurance minimum coverage of:

Bodily Injury                \$1,000,000 per occurrence *and*

Property Damage        \$1,000,000 per occurrence.

The Montana Folk Festival must be named as an additional insured.

**WE MUST HAVE PROOF OF INSURANCE BY JULY 1, 2012—NO EXCEPTIONS!**

- The Montana Folk Festival disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to:
  - obtaining liability and general coverage insurance for vendor-related activities
  - adhering to all local and state ordinances and regulations
- The Montana Folk Festival does not have separate vendor coverage under any insurance it may maintain.

## Health & Safety

- Food production techniques must meet Montana health statutes and regulations.
- The Festival arranges for a special business permit for festival vendors so a Butte-Silver Bow County Business license is not required.
- Vendors must comply with all federal, state, and local health regulations at least one month before the event. For more information, contact the Butte-Silver Bow Health Department at 406-497-5020.
- Vendors must comply with MFF guidelines for the disposal of gray water, grease, and hot coals.
- Once operational, the site will be inspected by the Fire Marshal.
- All vendors using cooking equipment must have a 40 BC-minimum fire extinguisher. All vendors serving food must have a 20 BC-minimum fire extinguisher.
- All propane tanks must be firmly secured on a hard, non-combustible surface. Vendors must supply their own surface on which to secure tanks; the ground alone does not qualify.
- Vendors **CANNOT** have dogs or pets on site at any time during the set up, operation or tear down.

## Vehicles On Site

- For the safety of the Festival's attendees, vehicles are not allowed to move onto or within the site during operating hours and during the window before and after scheduled Festival events when attendees arrive and depart.
- Vendors will receive one parking pass for the designated vendor parking lot. Vendors must park their vehicles in this lot and may not remove the vehicle from the lot until after operating hours.
- Vehicle hours on site are as follows:

	before 10	11	12	1	2	3	4	5	6	7	8	9	10	11 and after
<b>Friday</b>								vehicles may not move on site 4p.m. to 11p.m.						
<b>Saturday</b>		vehicles may not move on site 10a.m. to 11p.m.												
<b>Sunday</b>		vehicles may not move on site 10a.m. to 7p.m.												

- Vehicles may move on site during the times shaded above.

## Booth Set-up

- Booth locations are assigned.
- Vendors may not trade, switch, or set up in any other location.
- Booths must be set up and operational at the time stated on the contract.
- Permission must be granted from the Festival before any holes are dug. Vendors must fill any holes dug.

## Booth Operation Guidelines

- Vendors must restrict their activities to their booth space.
- Vendors must maintain a separate service line for Artists and Staff. The Festival will provide signage.

- Vendors should bring an adequate amount of food or merchandise to last through the Festival. The projections for the 2012 event are as many as 150,000 attendees.
- No space-sharing or subletting will be permitted, nor can the vendor assign the contract to another party.
- Raffles are not allowed.
- Camping is not allowed on the Festival site.
- The Montana Folk Festival will limit vendor rights to sell multiple food offerings in an attempt to achieve and maintain variety and profitability for all vendors.
- In the event of a dispute, the decision of the Montana Folk Festival will be accepted as final.
- Although there will be security on Friday and Saturday nights, all fixtures and materials are left overnight at the vendors' risk. The Festival's insurance will not cover personal property, so vendors should obtain their own insurance.

### ***Booth Clean-up***

- No booth may be dismantled or removed from its assigned space prior to the end of the Festival on Sunday.
- Vendors must take their entire booths – including carpet, display racks, storage containers, and decorations – home with them.
- All booths must be broken down immediately after the festival.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee, as well as a cleaning deposit for the following year's Festival.

Any damage to surrounding property will be assessed to the vendor. Vendors who fail to comply or repeatedly violate these guidelines may be expelled and/or not invited to apply. The Montana Folk Festival reserves the right to amend these guidelines as needed.