



2018 FOOD VENDOR APPLICATION

Green? Because it's Right!

April 21 - 22, 2018 ➔ **Saturday, 10am–7pm & Sunday, 10am–5pm**

Application must include the following to be considered:

- Payment information payable to LeMoyne Chain of Parks Art Festival
- Copy of Business Tax Certificate, DBPR License or similar food service license, and proof of current coverage
- Map, sketch or photos of booth
- Menu or List of food items to be sold
- Signed Forms: Green Initiative Agreement and General Release with witness signature

Company Name: _____

Contact Person: _____ Phone #: _____

Email Address: _____ Cell #: _____

Mailing Address: _____

Booth type and space applying for: *(all vendors must make a selection)*

- 10' x 15' Food Space - \$350
- 10' x 20' Food Space - \$400
- 10' x 30' Food Space - \$450
- Small Cart Style Booth/Single Product Foods - \$250 *(i.e.: beverage, kettle corn, shaved ice, ice cream, etc.)*
Limited availability. Placement is outside of food court. *Licensed through Dept of Agriculture.*

Fee is for both days of Festival. Saturday hours are 10-7 and vendors should plan for both a lunch and dinner service.

Additional Services:

Electricity: \$25.00 - 20 amp plug \$50.00 - 50 amp plug

NOTE: 20 amp vendors will need to provide 100' extension cord and mats to cover cords in street. 50 amp vendors will be contacted to discuss specific logistics.

Ice Service: NO YES _____ # of Estimated Bags Needed

Typically sold at \$4.00 per 20# bag and is stored onsite.

Water Services: Fresh water is available for fill at a central water valve, but no water hookups are in the Park.

Method of Payment: *(Fee not processed until acceptance confirmed)*

Name as it appears on Credit Card: _____

Visa/MasterCard/Discover # _____ Exp/date _____

Internal Use Area Only:	Application Rec'd:
NOTES:	
Electricity:	Ice:
	Approved:
	Booth #:

Additional Requirements & Application Timeline

Estimated festival attendance is 40,000 attendees throughout the weekend. Participating food vendors agree to provide up to 5 complimentary meals to festival staff or key participants. Booth space is limited. Applications are accepted for review until January 31, 2018. If space is available, late applications may be considered with a \$25 late fee. Acceptance of an application is not acceptance into the Festival. Applications will be reviewed and notification provided via email. Information, maps, set up times, permits, sales tax, rules & regulations, all will be emailed. The Festival is held outdoors on city streets and parks. Vendor fees will not be refunded if the Festival must be cancelled due to inclement weather, acts of God, or any other circumstance deemed necessary by Festival and City officials.

Important Dates

Application Deadline: January 31, 2018
Acceptance Notice: February 20, 2018 (sent via email)
Insurance Certificate Due: April 1, 2018
Setup & Info Email: Early April, 2018
Event Set Up: Friday, April 20, after 6pm
Event Dates: April 21 & 22, 2018
Event Times: Saturday, 4/21, 10am – 7pm
Sunday, 4/22, 10am – 5pm

Information Needed to Place Your Booth in Festival

Estimated arrival time: Friday Evening: _____ p.m. Saturday Morning: _____ a.m.
All vendors must be set, with all delivery vehicles removed from festival area by 10:00 a.m. each day

Mobile Food Trucks – Service opens from: Driver Side Passenger Side

Special Needs / Requests:

Upon Acceptance the Following Must Be Provided by April 1:

- Certificate of Insurance with LeMoyne Art Foundation, Inc. listed as additional insured
General Liability insurance with \$1,000,000/\$1,000,000 (occurrence/aggregate) limits of BI & PD

One of the following which is required by the State of Florida to sell & serve food:

- Copy of your Department of Business and Professional Regulation License
- Copy of your Department of Agriculture License
- Will purchase a temporary license from State of Florida Division of Hotels & Restaurants at onsite inspection for a fee of \$91.00, payable to onsite DBPR Supervisor who accepts money order or cashier check only

Application Deadline: January 31, 2018

Return application and ALL required documents to:
LeMoyne Chain of Parks, 125 N. Gadsden Street, Tallahassee, FL 32301
Email: ChainOfParks@LeMoyne.org



2018 Food Vendor Green Initiative Agreement

Thank you for your interest in providing food service at the 18th annual LeMoyne Chain of Parks Art Festival. The festival strives to have not only a wide variety of delicious food, with a preference for local food trucks, but also vendors who embrace our commitment to *Green the Festival!*

Through our partnerships with Sustainable Tallahassee, the City of Tallahassee and Green Party Events, the Festival is now a Green event. The Festival saves recyclable and compostable materials from our landfills, recycles cooking oils, as well as educates and encourages participation from a community who values the effort. For our efforts in 2016, the Festival was awarded the ReThink Energy Florida 2016 Energy Innovator Award and 2016 Best Practice Award Finalist by Sustainable Florida. In 2017, Sustainable Tallahassee won the Florida Recycle Today award for "Outstanding Recycling Program or Event" for greening the Festival.

Green the Festival! requires NO Styrofoam food & beverage containers or plastic bags in the Festival. This requirement reduces waste generated from food and beverage containers by allowing for recycling. Reducing food waste is accomplished through donations.

The green initiative requires participating food vendors to follow specific guidelines:

1. Do not use Styrofoam containers. Period.
2. If you do not have a provider, we have negotiated a discounted rate from Dade Paper for non-Styrofoam food and beverage options. Contact James Garvin at jgarvin@dadepaper.com and mention the Chain of Parks Art Festival for discount.
3. Do not use plastic grocery-style bags.
4. If you have unsold prepared food at the end of the day on Saturday or Sunday, rather than throw it away, please package it to be picked up by local non-profits who serve the homeless in our community.
5. Use the recycling bins, including cooking oil barrel, and compost bins located in the food vendor court for convenient use.

We hope you will join us at the Festival and consider the effort to incorporate environmental requirements needed to minimize the Festival's negative impact on the environment worthwhile. Please sign below as acknowledgment of receiving and accepting these guidelines for participating in the 2018 Festival.

Signature _____ Date _____

Company _____

LeMoyne Chain of Parks Art Festival 2018
GENERAL RELEASE OF CLAIMS & HOLD HARMLESS AGREEMENT

LEMOYNE ART FOUNDATION, INC. does **NOT** provide liability insurance for the protection of persons, vendors, entertainers, merchants, organizations, spectators or others who participate in any **LEMOYNE ART FOUNDATION, INC.** event.

In consideration of participating in the Chain of Parks Art Festival, I, _____, an authorized representative of _____, do hereby release and forever discharge **LEMOYNE ART FOUNDATION, INC.**, its members, officers, employees, agents, servants, volunteers and sponsors from any and all actions, negligence, causes of actions, claims and demands, for any damage, loss or injury, which hereafter may be sustained by me or my organization in connection with or relating to any **LEMOYNE ART FOUNDATION, INC.** event.

This release extends to, applies to, covers and includes all known, unknown, disclosed, unforeseen, unanticipated and unsuspected injuries, damages, losses and liabilities, and the consequences thereof, notwithstanding the provisions of any state, federal, local or territorial law or statute to the contrary. Such provisions are hereby expressly waived.

It is further understood and agreed that my/my organization's participation in any LEMOYNE ART FOUNDATION, INC. event is not to be construed as an admission of liability or the assumption of any responsibility by **LEMOYNE ART FOUNDATION, INC.**, its members, officers, employees, agents, servants, volunteers and/or sponsors for any act or omission by me or any member(s) of my organization.

I hereby agree on behalf of my organization, its heirs, executors, administrators, and assigns to indemnify **LEMOYNE ART FOUNDATION, INC.** and its members, officers, employees, agents, servants, volunteers and sponsors, jointly and severally, and to hold them harmless from and against any and all actions, negligence, claims, demands and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may from any organizations participation in the LEMOYNE ART FOUNDATION, INC. event.

Furthermore, I agree that the venue for any claim or matter relating to this agreement shall be Leon County, Florida.

LEMOYNE ART FOUNDATION, INC., The City of Tallahassee and The Tallahassee Police Department reserve the right to remove any misrepresented or inappropriate material or persons from any LEMOYNE ART FOUNDATION, INC. event, including but not limited to, The Village. Non-compliance with Chain of Parks Art Festival's directive, rules and/or regulations will result in the forfeiture of my/my organization's booth and immediate closure by the Tallahassee Police Department and LEMOYNE ART FOUNDATION, INC.

(Name of Organization)

(Date)

(Vendor Signature)

(Witness) does not need to be notarized