

Received _____
Check Amount _____
Check Number _____
Insurance _____
Accepted _____

ISLAND PARK SHOW 2012 AUGUST 25th and 26th, 2012 FOOD VENDOR APPLICATION

BUSINESS NAME: _____

CONTACT NAME: _____

STREET ADDRESS OR PO BOX: _____ CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ BUSINESS PHONE: _____

FAX: _____ E-mail Address: _____

See Food Vendor information below for booth fees, sales tax and other pertinent information.

FOOD VENDING UNIT:

DIMENSIONS OF YOUR VENDING UNIT (Please enclose a photograph)

IF YOUR MEASUREMENT IS NOT ACCURATE, YOU MAY NOT FIT INTO LOCATION ASSIGNED TO YOU. PLEASE MEASURE CAREFULLY!

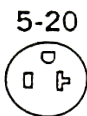
- WIDTH? _____ Be sure you include serving window overhang.
- LENGTH? _____ Be sure you measure end to end and include tongue in this measurement.

ELECTRICAL NEEDS

WE NEED TO KNOW EXACTLY WHAT YOU NEED SO WE CAN BE READY FOR YOU WHEN YOU ARRIVE. PLEASE BE ACCURATE.

- OUR HOOK UPS ARE PLUG-IN/SINGLE PHASE ONLY.
- CHOOSE REQUIRED RECEPTACLE (CIRCLE THE APPROPRIATE RECEPTACLE)

20 AMP 125V THREE WIRE



30 AMP 125V THREE WIRE



30 AMP 125/250V FOUR WIRE



50 AMP 125/250V FOUR WIRE



- AMPERAGE REQUIRED TO START YOUR UNIT: _____

TO ACCESS ELECTRICITY ON SITE EACH VENDOR NEEDS TO PROVIDE THE PROPER ADAPTOR TO MATCH WITH THE RECEPTACLE CHECKED ABOVE. ANY ELECTRICIAN OR ELECTRICAL SUPPLY STORE CAN ASSIST IN THE PURCHASE AND SET UP FOR EACH VENDORS EQUIPMENT NEEDS. IF VENDORS COME WITHOUT THE PROPER ADAPTORS, THE VENDOR WILL NEED TO PURCHASE AND INSTALL THE NEEDED EQUIPMENT ON THE DAY OF SET UP AT THEIR OWN EXPENSE. SHOW OFFICIALS WILL CHECK FOR CODE COMPLIANCE.

SPECIAL NEEDS

1. DO YOU HAVE ANY SPECIAL REQUIREMENTS THAT NEED TO BE CONSIDERED IN OUR ASSIGNMENT OF SPACE TO YOUR BOOTH IN THE EVENT? **Important note! WATER IS AVAILABLE IN LIMITED QUANTITIES AT ISLAND PARK. If water is required you must write your request on this application.**

- 2. If requesting specific booth location, please list here (be specific)_____
 - 3. Location of serving window (front, back, drivers side, passenger side)_____
 - 4. Location of Tongue _____ Is it removable? _____
 - 5. WILL YOU BE BRINGING A STORAGE UNIT? _____ (NOTE: Storage units will not be allowed next to concession unit in Island Park)
- Description _____
 What are its dimensions? Width _____ Length _____
 Type of power required for unit: Voltage _____ Amperage required _____

WHAT MENU ITEMS DO YOU PREFER TO SERVE?

Please be sure to give both 1st and 2nd choices. **We are not always able to accommodate your first choice, given so many applications with many similar items. The more unique and original the menu, the more likely it will be considered and approved.**

First Choice _____ Second Choice _____

First Choice _____ Second Choice _____

First Choice _____ Second Choice _____

First Choice _____ Second Choice _____

Vendors MUST sell beverage products at the Island Park Show in agreement with the Fargo Park District contract. Upon acceptance, vendors will be notified the details of the contract. **Vendors MUST sell Pepsi products in their booths. This includes: tea, lemonade, bottled water, carbonated beverages, etc.**

Please return this application to Fargo Park District, 701 Main Avenue, Fargo ND 58103
It must be received by March 15, 2012.

Final notes before you mail this application:

- Is the application filled out completely and signed?
- Are all measurements exact?
- Are all electrical requests accurate?
- Have you enclosed a Certificate of Insurance, both Product and Liability?
- Have first and second choice menu items been listed?
- Have you included a picture or slide of your unit?
- Have you included check for fee made out to the Fargo Park District?

If you have further questions call (701) 356-9888.

I have read and agree to the rules and regulations enclosed.

Signature of food vendor

Date

ISLAND PARK SHOW FARGO, NORTH DAKOTA

FOOD VENDOR INFORMATION

EVENT DATES AND TIMES

ISLAND PARK SHOW AUGUST 25-26 10:00 A.M. TO 5:00 P.M. BOTH DAYS

APPLICATION DUE

Applications are due **MARCH 15, 2012**. All checks will be cashed immediately. Refund checks for unaccepted applications will be sent: **March 31, 2012**. Notification of acceptance is **March 31, 2012**.

SET UP DATES AND TIMES

ISLAND PARK SHOW August 24 9:00 a.m. to 3:00 p.m. ONLY

REGISTRATION FEES

	<u>COMMERCIAL</u>	<u>NON PROFIT</u>
ISLAND PARK SHOW	\$450.00	\$450.00

INSURANCE – VERY IMPORTANT

ALL FOOD VENDORS are required to carry their own insurance.

- ✓ Each vendor is required to carry their own insurance of at least **\$1,000,000 FOR PRODUCT LIABILITY AND GENERAL LIABILITY TO YOUR CUSTOMERS**.
- ✓ Your Certificate of Insurance must accompany your application and must clearly show expiration date, and the amount of coverage. The coverage should be at least \$500,000 or more for each occurrence.
- ✓ List the Fargo Park District, as the **additional insured**. Certificates with any other listings will be rejected.
- ✓ If vendors are not in compliance, they will not be allowed to set up at event.

SALES TAX

All vendors are responsible for collecting North Dakota Sales tax on all sales made. Sales Tax schedules and short-term forms will be available in limited supply on the day of set up. Vendors may find forms and information at www.state.nd.us/taxdpt/salesanduse/forms or call 1-701-328-3470. Following the event, all vendor's names will be submitted, as required, to the State of ND Tax Commissioner.

REFUNDS, CANCELLATIONS, RULES AND REGULATIONS

If you are accepted you will receive a complete information packet regarding the Island Park Show. Enclosed is a Food Vendor Policy with this application. These rules and regulations pertain to all vendors and must be adhered to. Be sure to read the Food Vendor Policy, which explains the City and State permit requirements and other ND regulations.

FOOD VENDOR POLICY: RULES AND REGULATIONS

1. Each food vendor at the 2012 Island Park Show must work under signed contract, which is non-transferable. The contract limits the Vendor to the exact space, size, location, menu items and other requirements as established by show promoter.
2. Vendors must have all fees paid in full, submitted a certificate of insurance, and provided all other information required by event on the exact due dates. Vendors may serve only menu items approved for the event.
3. All food vendors must adhere to festival hours. Vendors must be ready for business at the opening times and not close until after the closing time of show.
4. All vendors must adhere to set up times for event to insure spotters and electricians are able to work with you to make your set up and the set up of those vendors around you as easy as possible.
5. Any vendor invited to the Island Park Show 2012 event must comply with all City and/or State Health Regulations. A restaurant license from the City of Fargo must be **ATTAINED AT LEAST ONE WEEK PRIOR TO SET UP DAY. YOU MUST BRING IT WITH YOU WHEN YOU REGISTER.**
 - The Health Department will inspect your license and certify your booth. Proof of License and Insurance must be available upon demand of the Health Department as well as staff of the Fargo Park District. Contact the Fargo Environmental Health Department: at 701-241-1360, 401 3rd Avenue N. Fargo ND 58102 (located corner of 3rd Avenue and 4th Street, across from the Fargo Police Department) for your license.
 - Follow the requirements of the City of Fargo Health Department. If they require you to wear hairnets and gloves, and disallow smoking in the food booths, you must comply or you will be required to close your booth.
 - Smoking is not permitted in any food booth. Everyone must wash his or her hands after smoking and/or using the restroom. Everyone **MUST WEAR GLOVES AT ALL TIMES WHEN IN THE FOOD BOOTH OR CONTACT WITH FOOD.**
6. All vendors must use cords and hook ups that meet codes. **ISLAND PARK HAS ONLY 110 V OR 220 V RECEPTACLES. NO DIRECT HOOK UP WILL BE AVAILABLE AND VENDORS WITH 220V POWER NEED A 220 V PLUG CONFIGURATION. (See application)**
 - You will need 75 to 100 feet of 12-3 Grade for 110v, 14-2 Grade for 220.
 - No household cords will be allowed. All cords must be secured with duct tape. No cords will be allowed in crosswalks at any show. (Bring duct tape.)
 - Vendors will assume all extra charges for hook up if not regular plug in type hook up.
7. All vendors are required to:
 - Have a working Fire Extinguisher.
 - Provide 3 (three) 60-gallon refuse containers for public use in front of your booth. Volunteers will pick up public refuse only.
 - Vendors are responsible for their own garbage from cooking waste. Volunteers *will not* pick up vendors prep garbage, boxes, etc. **It is the vendor's responsibility to dispose of refuse properly. The dumpsters are the only place garbage is to be placed.** Keep area around your booth clean and trash picked up.
 - Vendor is responsible for proper disposal of grease.
8. All vendors and their help must be neat, clean and tidy in their dress and the appearance of the booth. Nonconformance to this rule could cause the vendor to be closed.
9. There will be no radios, TV, CD players, etc. or music in any vendor booth, unless permission is given.
10. Alcoholic beverages are not allowed in any booth to be sold or consumed by the working staff of the booth. Anyone found to be under the influence of drugs or alcohol will be ask to leave the event immediately and the booth may be closed.
11. Any violations to the policies will result in forfeiture of vendors booth fee and participation in current show and future shows.