

2021 Apple Blossom Festival

March 18, 2021

Dear Vendors,

The Apple Blossom Committee is committed to doing what we can to insure this is a safe event for everyone. We have been working with Southwest District Health and have an approved plan to reduce the risk for spread of COVID-19 among everyone while in attendance. We will provide additional facilities for handwashing and hand sanitizer stations will be located throughout each park. Signs will also be posted reminding the public to social distance. Due to our current GRAY Health Alert Level masks WILL NOT be required in any of our parks and public spaces during this event. As a vendor we urge you to do your part by providing hand sanitizer in your booth for you and your patrons. If you feel sick and cannot tend your booth, please let festival staff know. We will not offer any refunds for booths not opened due to illness, but you will be invited back the next year. Spaces are limited.

NEW THIS YEAR

All vendors in Central Park will be required to be open Sunday May 16, 2021 from 12:00 p.m. to 3:00 p.m. Tear down of your both spaces may begin after 3:00 p.m. and must be completed by 3:00 p.m. Monday May 17, 2021. **If you leave early, you will not be invited back.**

Sincerely,

Jody Henderson
Vendor Coordinator
Apple Blossom Festival, Inc.

2021 Apple Blossom Festival Food Vendor Application

Application, menu, photo and diagram of your stand, plus payment in full must be submitted no later than May 3, 2021. A Food Vendor Handbook, including contract agreement and set-up schedule will be mailed to you upon acceptance. Payment is due in full on or before May 3, 2021.

MENU CRITERIA

We review all menus by item and limit duplication of menu items. Once a menu is approved, changes and additions will not be permitted. All applicants must provide a complete menu, SENT WITH THIS APPLICATION, which will be kept on file at our office.

INSURANCE

If your company is chosen as a vendor for this year's Apple Blossom Festival, a certificate of liability insurance must identify the Apple Blossom Festival as additional insured. A copy must be sent/faxed to our office with payment and signed contract agreement on or before May 3, 2021. You must also provide Workman's Compensation insurance for your employees as is required by law.

MOVE-IN

Central Park will open for food vendor setup, between 3:00 p.m. and 9:00 p.m. Wednesday May 12, 2021. Kiwanis Park will open for vendor setup between 6:00 p.m. and 9:00 p.m. Thursday May 12, 2021. Idaho State ST-124 forms must be completed and returned to staff after arrival prior to setting up. **NO EARLY ARRIVALS WILL BE PERMITTED. ANY ARRIVALS AFTER 9:00 WILL BE DIRECTED TO CAMP OVERNIGHT AND BE PLACED BEFORE MECHANDISE VENDOR SETUP.** Kiwanis Park vendors must attend a mandatory meeting at the Kiwanis Park Bandshell at 8:00 Wednesday May 12, 2021. All canopies, tents, and structures must be free-standing and secured in the event of strong winds or other weather conditions.

TEAR-DOWN: Central Park vendors may begin tearing down after 3:00 p.m. May 16, 2021, tear down must be completed by 3:00 p.m. May 17, 2021. Kiwanis Park vendors may begin tearing down after 8:00 p.m. or when the carnival shuts down on May 16, 2021 whichever is later **IF YOU LEAVE EARLY YOU WILL NOT BE INVITED BACK. NO EXCEPTIONS! THIS WILL BE STRICTLY ENFORCED** A clean-up fee will be assessed if your tear-down is not completed by 3:00 p.m. on Monday May 17, 2021 or if additional clean-up of your space is necessary after you leave.

FEE SCHEDULE

Single Item Setup :

10ft X 10ft space: \$235.00 \$ _____
10ft X 20ft space: \$380.00 \$ _____
Additional Space: \$2.85 per sq foot\$ _____

Multiple Item Setup

10ft X 10ft space \$270.00 \$ _____
10ft X 20ft space \$410.00 \$ _____
Additional Space: \$3.15 per sq foot \$ _____

Power: 120 Volt, 20 amp \$45.00 (per plug)\$ _____

240 Volt, 50 amp \$90.00 (per plug)\$ _____

TOTAL ENCLOSED \$ _____

Vendor Name: _____ Phone: _____

Business Name _____ E-mail _____

Address: _____ Date: _____

By signing below, I agree to abide by all the rules and regulations set forth. I agree that I have read and understand The Electrical Requirements and will allow authorized persons entry into my establishment while parked or setting on any property being used as part of the Apple Blossom Festival. I understand that violations to anything in these documents are grounds for immediate expulsion from the event.

Signature: _____ Date: _____

General Requirements

Concessionaires are prohibited from assigning or subletting a booth or any part of the space allotted to them unless written permission is obtained from the Apple Blossom Committee, nor shall they exhibit or permit to be exhibited in their space any merchandise not listed in their space contract, nor shall they exhibit any advertising materials directly pertaining to products not listed in their contract.

The Apple Blossom Committee will exercise every precaution to guard against any illegal activities including, but not limited to, gambling, pirating, exhortation, un-approved raffles and any form of misrepresentation. Determination of any illegal activity could result in expulsion from the grounds and forfeiture of all monies paid.

Concessionaires must comply with all Idaho State and local codes and ordinances.

Move-In & Set-up

Space and set-up time are subject to change per the Apple Blossom Committee. Set-up in Central Park for food vendors runs from 3:00 p.m. to 9:00 p.m. on Wednesday, May 12, 2021. Set-up for all merchandise vendors runs from 9:00 a.m. to 4:00 p.m. NO EARLY ARRIVALS WILL BE PERMITTED. To accommodate all vendors, no vehicles may remain in the park area unless you are unloading during set-up. No vehicles of any kind will be permitted inside the park area after 4:00 p.m. on Wednesday. If you need to move items after that time, please bring a hand truck or other such device to transport your items. An overhead cover is required. All canopies, tents, and structures must be free-standing and secured in the event of strong winds or other weather conditions. Any generators used will need to be quiet running and be placed away from the general public.

Contract Deadline

The included contract needs to be reviewed, signed, and received by the Apple Blossom Festival Committee office no later than May 3, 2021 at 5:00 p.m.

Insurance

Since your company has been chosen as a concessionaire for this year's Apple Blossom Festival, a certificate of liability insurance must identify the Apple Blossom Festival as additional insured. A copy must be sent/faxed prior to the event. You must also provide proof of Workman's Compensation Insurance for you employees as is required by law.

Health Certificates

Southwest District Health requires all food vendors to secure the necessary health permit PRIOR to the event. This is strictly enforced. Call (208) 455-5415 for details.

Inspections

All vendor booths must be ready for inspection by 3:00, Wednesday, May 12, 2021. All post inspection repairs recommended by the electrical inspector must be completed by Burk Electric. Vendors are responsible for the payment for repairs done by Burk Electric.

Security

Security is provided by the Payette City Police, Payette County Sherriff, and other cooperating organizations. They can be reached at 208-642-6026 or 208-642-6006. In an emergency please call 911.

Electrical Requirements

THERE WILL BE NO EXCEPTIONS

If these rules are not followed you will be un-plugged immediately without notice.

- All cords must be identified at both ends as to the owner of the cord. Please mark with vendor name, and/or business name. Permanent marker is acceptable if legible.
- All 120V extension cords must be a minimum of 14AWG. **NO 16AWG cords will be allowed.**
- All cords must be 3-wire, grounded, and rated for outdoor use. **No 2-wire cords will be permitted.**
- All Cords and wiring must be free from damage. No exposed wires at plugs or connections will be allowed. **Tape is not acceptable.**
- All 120V outdoor outlets are required to be GFCI protected.
- All exposed cord terminations must be protected and arranged so they are not exposed to the elements or placed on the ground.
- All 240V outlets are 50A 4-wire straight blade (range plug) and vendors using these outlets will be required to have #6 AWG cords. All connections will be plug connected.
- All Vendors will need to be prepared for up to 125' in length for their respective cords.
- **All light fixtures are required to have guards installed over exposed light bulbs.** All light bulbs in food service areas must be completely covered by lenses or protective tubes. **No exceptions will be made. LED bulbs constructed of plastic do not require guards.**
- **All** metal light fixtures, and metal parts are required to be grounded.
- All cords in accessible areas must be arranged so as to not be a tripping hazard. All cords will need to be buried or covered with non-conductive rubber mats. Cord connections must not be buried or covered by matting. **All vendors** are responsible for burying their own cord and/or providing a mat to cover it. **The event staff is not responsible for this.**
- **Personal generators will not be allowed in any areas accessible by the public and must be quiet running.**
- No power is available in Kiwanis Park. Vendors may use quiet running generators placed behind their booth.

Fire Safety

The Payette Fire Department (PFD) requires all enclosed commercial cooking operations to comply with the following codes. Enclosed commercial cooking operations (trailers, motor homes, etc.) shall have a Type 1 hood installed above all commercial cooking appliances and domestic cooking appliances that produce grease

vapors, Section 609, 2009 International Fire Code, (IFC). Commercial cooking operations required by Section 609, 2009 IFC to have a Type 1 hood shall be protected by an automatic fire extinguishing system installed in accordance with Section 904.11, 2009 IFC. Extinguishing systems shall be serviced at least every 6 months or after discharge, and have a current certificate of inspection, Section 904.11.6.2, 2009 IFC.

K-Class portable fire extinguisher shall be provided within a 30-foot travel distance of commercial-type cooking equipment, Section 904.11.5, 2009 IFC. Portable fire extinguishers shall be selected, installed and maintained in accordance with Section 906.2, 2009 IFC, and NFPA 10. (Annual Inspection) Current test and inspection tags shall be required at time of inspection. All commercial cooking operations shall be inspected by the Fire Code Official or his/her designee. Any questions please call City of Emmett Fire Chief Curt Christiansen 208-941-7367.

Deliveries

Deliveries to concessionaire vendors will only be allowed from 7 am to 10 am each day. No vehicles may enter the park area at any time after the day and time of set up. If you require delivery later in the day you may meet the truck off site.

Menus and Pricing

Food items not approved by the Festival Committee **WILL NOT** be allowed for sale or display at the Festival.

Each vendor will have a neatly printed or painted sign showing prices of items being sold in their booth. The sign should be clearly visible from a distance of thirty feet. The Idaho State Tax Commission requires that your signs indicate that "Sales Tax is Included" if that is the case.

Sales Tax

ST-124: Regarding Sales Tax form ST-124, all Vendors (whether you are selling or not) must complete form after arrival prior to setting up.

Storage

All product inventories must be stored inside the designated booth space. Any storage behind the concession booth must be contained to the food vendor's contracted space. Any stock supplies or boxes must be within your allotted space, and all areas are to be kept clean and attractive. There is designated parking for a stock trailer/truck, at a cost, if needed please inform the Apple Blossom Festival Committee immediately so we can bill you and update our records.

Operating Hours

All vendors in Central Park must open booths for business by 11:00 a.m. Thursday and Friday of the Festival. Saturday all vendors will be required to be open at 9:00 a.m. New for 2021 All Central Park Vendors must be open Sunday May 16, 2021 from 12:00 p.m. to 3:00p.m. Vendors without power are required to be open until 8:30 p.m. each night of the festival. Merchandise vendors with power are required to be open until 9:30 p.m. Food vendors are required to be open until 10:00 p.m. Thursday, and 11:00 p.m. or close of Festival whichever

is later, on Friday and Saturday. All vendors in Kiwanis Park must open when the carnival is in operation each day and close each night when the carnival closes. All booths must be manned at all times during the above mentioned hours. Any violations of your contract can result in elimination from consideration for booth space for future Festival and Fairs held by the Apple Blossom Committee. Any Concessionaire that wishes to open prior to 11:00 a.m. to sell breakfast please inform the Apple Blossom Committee.

Tear-Down

Central Park vendors may begin tear-down at 3:00 p.m. on Sunday, May 16, 2021. Tear-down **MUST** be completed by 3:00 on Monday, May 17, 2021. A clean-up fee will be assessed if your tear-down is not completed by noon or if additional clean-up of your space is necessary after you leave. Kiwanis Park vendors may begin tear-down at 8:00 p.m. Sunday May 16, 2021 or when the carnival closes whichever is later. All Kiwanis Park Vendors must have tear down completed and their space cleaned up by 3:00 Monday May 17, 2021 or additional fees may be assessed. **IF YOU CLOSE AND TEAR-DOWN ANY EARLIER YOU WILL NOT BE INVITED BACK. THIS WILL BE STRICTLY ENFORCED!**

Grease

Vendor is responsible to dispose of all cooking grease. **DO NOT EMPTY GREASE IN GREY WATER.** Non-compliance or dumping of grease in unauthorized areas may cause for removal from Festival and additional charges for damages incurred.

Grey Water

Vendor agrees to dispose of all grey water as indicated by the City of Payette. Grey water may NOT be disposed of in any other manner. **DO NOT EMPTY GREY WATER IN GREASE.** Non-compliance or dumping of grease in unauthorized areas may cause for removal from Festival and additional charges for damages incurred.

Smoking

Smoking is prohibited in all areas of both parks. Please take note of “No Smoking” signs placed around the park areas.

Refuse Disposal

All vendors are responsible for the cleanliness of the area within (10) feet of his booth. Disposal of any refuse, or any other form of waste on the ground is specifically prohibited. Garbage, both wet and dry, must be kept in tightly covered containers. Concessionaires must dispose of refuse in the dumpsters provided in a timely manner. Festival cleaning staff is not responsible for disposing waste or debris used in daily functions of your booth. Refuse cans and boxes set in front of concession booths are intended for use by Festival patrons only. **ALL CARDBOARD BOXES MUST BE BROKEN DOWN, AND PLACED IN DUMPSTERS.** Please do your part to avoid unsightly litter in front of or behind your stand or on other areas of the grounds.

Dogs in Park

Due to Payette City ordinance no dogs are allowed in either park. If you have a service animal for special needs please provide documentation of proof to the Apple Blossom Committee.

Parking

Central Park vendors may parallel park along 1st Avenue next to the curb bordering Central Park, you may also park in the dirt lot behind US Bank or in the marked parking spaces on 1stAvenue. Kiwanis Park vendors may park behind their booths in the park.