

**Wichita River Festival® May 7 - 15, 2010**  
**Food & Beverage Service Application - Due November 3, 2009.**

Wichita Festivals, Inc. is a non-profit corporation with the purpose of creating diverse community celebrations for Wichita and the surrounding area. The Wichita River Festival® "Riverfest" is a 9 day celebration featuring musical and theatrical entertainment, cultural and historical events, kid's activities and family entertainment, food courts, river events, sporting events, fireworks, a parade and much more. Approximately 300,000 attend the festival annually.

**If you would like to be considered as a food vendor, please complete the enclosed application and return by November 3, 2009**

### **9-Day Century II Food Court**

The Century II Food Court is open all day each day of the Festival. Wichita Festivals will provide a 20x20 space/tent, vendor signage, plumbing and electrical hook-up, hand washing sink, dry storage, refrigeration and freezer storage, a vendor wash tent, trash, restrooms and overnight security. **SETUP:** Vendors may begin set up at NOON on the Wednesday prior to the first day of the festival. Storage is available only to contracted/authorized vendors of the 9-day Century II Food Court. **TEARDOWN:** All food products must be removed prior to 11:59 PM on the final Saturday of the Festival and all equipment removed the next day by 5:00 pm Sunday. **FEES:** The 9-day Century II Food Court selection will be made and vendors notified by December 10. The vendor fee for the 20X20 space at the 9-day Century II Food Court is \$2,500.00 NON REFUNDABLE and 25 percent (25 %) of net sales. Vendor's names and menus are published in the Riverfest guide. Due to print deadlines for the guide, the 1st half of the vendor fee must be paid by January 10 and the second half by February 10. **SALES:** \$1.00 tickets are used as sales method in the food court. Tickets will be collected and weighed daily. Should vendor feel there is a discrepancy greater than 10 percent (10%), vendor must provide proof and provide a written request for physical count by an independent party within 24 hours of weighing process. Vendors are responsible for the security of their tickets during the Festival. Under no circumstances should vendors accept cash at this venue. **FREEZER/REFRIGERATION:** Each whole tent will be allotted a total of 10 square feet per unit. If additional space is required and approved/available, an additional fee will apply. **ELECTRICAL:** Base electrical service (one, 100 amp., 120/208v. SINGLE phase electrical hook-up) is provided for each 9-Day Food Court tent included in the Food Vendor contract fee. This includes interior tent lighting. Vendors needing greater amperage, services will be added in 100 amp., 120/208v. SINGLE phase electrical hook-up increments. A charge of \$200 for each 100 amp. increment will be charged in addition to the vendor fee. If a problem is related to vendor electrical overload or equipment defect, the vendor will be charged. **GAS SERVICE:** Indicate if you will be requiring propane gas service for your booth. Meters will be placed at each booth and charged to vendor based on use. Vendors will be invoiced by and payment made to WFI for propane usage for the 9-Day Century II Food Court. **GREASE:** In On-Site, Designated Receptor Only. **BOOTH:** Any decorations must be placed behind the service counter. All vendors must have a service counter and must run parallel to the front of the tent. **HANDICAPPED:** Service counters must include a clearly defined (with signage), useable "handicapped accessible" service area (maximum counter height of 30"). **PARKING:** Limited to one (1) vehicle pass in the compound limited to 10 feet. No box trucks allowed.

### **Self Contained Mobile Units (Restaurant on Wheels)**

Mobile Units are placed at festival event sites. Wichita Festivals will provide vendor space and trash service. No electrical, water or gas service is available, units must be "self contained" like a free standing restaurant. Each vendor must provide their own quiet power source. Self contained vendors will be selected in January. **FEES:** Fees for specific events are assessed by number of days, estimated crowd size and 25 percent (25 %) of net sales. Vendors will be notified in February of their selection. **SALES:** All food & beverages must be priced in \$1.00 increments. Tickets or cash will be defined in the contract per event site. Tickets will be weighed. Should vendor feel there is a discrepancy greater than 10 percent (10%), vendor must provide proof and provide a written request for physical count by an independent party within 24 hours of weighing process. Vendors are responsible for the security of their tickets during the Festival.

## **THE FOLLOWING INFORMATION APPLIES TO ALL VENDORS**

**PROOF OF INSURANCE:** Vendor will maintain insurance policies issued by carriers approved by WFI: (A) comprehensive public and product liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with vendor's operation at the Festival and (B) workers' compensation and employer's liability insurance as well as such other insurance as may be required by law. Minimum liability coverage limit is \$1,000,000. Vendor will be required to list both Wichita Festivals, Inc. and the City of Wichita as an additional insured on the policy. **REFUNDS / RAIN DATES:** Whenever possible, rain dates will be scheduled for events, which do not take place due to weather. If no rain date is possible there will be no refunds for inclement weather. **BEVERAGE ITEMS:** Vendors are permitted to serve only "official festival" soft drinks. If paper cups are used straws are to be provided by the vendor and must not have paper covering. A straw dispenser must be provided as required by the Wichita/Sedgwick County Health Department. The sale of Alcoholic Beverages is permitted only by those vendors specifically authorized by Wichita Festivals, Inc. to provide such service. **GARBAGE AND SEWAGE:** Vendors must supply their own trashcans and plastic trashcan liner bags for inside their operation area. Each vendor is responsible for managing grease, charcoal, gray water and food waste produced at their site. No dumping will be allowed anywhere except in designated trash dumpsters. Gray water must be captured, contained and dumped at appropriate sites. Dumping of any materials onto the ground or into the City of Wichita storm sewers will result in fines from the City against the vendor, the loss of Food Vendor Fee and possible termination of vending privileges during the remainder of the Festival. **AMPLIFICATION OF VOICE OR MUSIC BY VENDOR:** No voice or music amplification equipment is allowed. **SITE MAINTENANCE AND CLEAN-UP:** All vendors are required to ensure proper clean up of the area immediately surrounding their location including the area in front of the service counter on a daily basis. **FOOD SAFETY:** All employees must have a current food handler's card. All meat and poultry products must be purchased and prepared in the state of Kansas unless other arrangements have been discussed and approved by the City of Wichita Department of Environmental Services. Vendors must comply with all local and state food safety guidelines. **REGULATION RESOURCES:** <http://www.wichita.gov/CityOffices/Environmental> and [http://www.ksda.gov/food\\_safety](http://www.ksda.gov/food_safety) **FIRE SAFETY:** All vendors must have a 2-A/10-BC Fire Extinguisher on site. Class K Extinguisher will be required for all grease laden vapor cooking appliances. **RIVERFEST BUTTON:** Employees must wear Wichita River Festival buttons during their shift. Vendors will receive a packet with a designated number of buttons per site. Vendors may purchase additional buttons for \$5 each.

# 9-Day Century II Food Court

Wichita River Festival® May 7 - 15, 2010

(Please type or print clearly. Attach additional sheets if necessary)

Business Name/Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Years applicant has had a booth at the Wichita River Festival® \_\_\_\_\_

Do you have a valid current Kansas Food Seller's permit?  No  Yes Number: \_\_\_\_\_

Kansas Sales Tax Registration Number \_\_\_\_\_

Please list your experience participating in the Wichita River Festival or any similar outdoor events. Name, dates location and approximate attendance of festivals or events in which you have participated.

**Foods to be Sold:** Vendors will be limited to FOUR (4) menu items including beverage (with pricing) published in the festival guide. Four (4) published items do not include the Official Beverage listing. Attach additional menu items to application to be included in Riverfest contract and shown on website and Menu Boards at event. Contracted and published prices may not change.

Menu Name of Item	Contents / Ingredients	Portion Size	Price
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**Vendor Beverages to be Sold:** Only Wichita River Festival "Official Soft Beverage" will be sold.




I understand that all other beverages must be served in 16 or 32 oz. PAPER CUPS and no cans or glass bottles are permitted. \_\_\_\_\_ (initial)

Menu Item	Portion Size	Price*	Menu Item	Portion Size	Price
1. _____	_____	_____	2. _____	_____	_____

**Additional Freezer / Refrigeration Request:** If approved, additional fee applies. \_\_\_\_\_

**Propane hookup:**  No  Yes Other: \_\_\_\_\_

**Electrical:** Vendors needing more than 100 amps., 120/208v SINGLE phase of electrical service will have additional charges. List all electrical equipment such as cook-tops, fryers, broilers, fans, toasters, refrigerators, microwaves, multi-outlet strips, etc. Each booth will be inspected to prevent circuit overload, any equipment not listed is subject to removal. **\*\*YOU MUST COMPLETE THIS INFORMATION - SAME AS LAST YEAR IS NOT ACCEPTABLE!\*\***

Equipment	Voltage	Watts	AMPS	Plug Design
1. _____	_____	_____	_____	1. 
2. _____	_____	_____	_____	2. 
3. _____	_____	_____	_____	3. 

I am submitting this application to participate in the 2010 Wichita River Festival® and I have read, and will comply with, the guidelines listed in the Wichita River Festival/Wichita Festivals, Inc., Food & Beverage Service Application packet, as well as all applicable City of Wichita Environmental and Fire Department regulations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Linda Davidson, V.P. Program Development

### Application Rejection and Cancellation Policy

Wichita Festivals, Inc. reserves the right to waive any and all irregularities, and reject any and/or all applications. In the event of a cancellation, all applications will remain on file at Wichita Festivals, Inc. Assignment of any available space(s) through cancellations or no-shows will be at the discretion of the Food and Beverage Committee.

**PLEASE RETURN FORM and \$25.00 APPLICATION FEE NO LATER THAN 5:00pm, November 3, 2009.**

If also interested in being a Self Contained Event Food Vendor, a Self Contained application must be completed.

**Self Contained Unit**

*(Please type or print clearly. Attach additional sheets if necessary)*

**Wichita River Festival® May 7 - 15, 2010**

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Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

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3. _____	_____	_____	_____
4. _____	_____	_____	_____

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Menu Item	Portion Size	Price*	Menu Item	Portion Size	Price
1. _____	_____	_____	2. _____	_____	_____

**Attach a current picture of your unit: \*\*REQUIRED\*\***

Total Overall Length \_\_\_\_\_ x Width \_\_\_\_\_

Total Operating Area when open for business including support items:

Length \_\_\_\_\_ x Width \_\_\_\_\_

**Event Food Vendor:** Exact locations and fees to be determined by mid-January, upon defined Festival schedule.

- **Sundown Parade** (May 7 – Evening Only)
- **West Bank Concerts** (May 7- 9, Days/Evening)
- **Concerts** (TBD – Evening)
- **Block Party** (May 14, Evening)
- **Second Saturday** (May 15, All Day)
- **Only Available on Weekends.**

List Dates or Times of Day NOT Available \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Linda Davidson, V.P. Program Development

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