

Arts for All Festival
May 8, 9, 10, 2009

Guidelines for Food Vendors
(For Your Information – Do Not Return With Application)

1. **Application** – All organizations wishing to operate a food concession must send applications, entry fees, and proof of liability insurance to **Arts for All Festival, P.O. Box 592, Lawton, Oklahoma 73502. Make checks payable to Arts for All Festival.**

2. **Application Acceptance** – Applications will be processed upon the following criteria:

- **Vendors who have a history of strong sales and a professional approach to business.**
- **Food items that are high quality, creative, and add interest to the Festival.**

3. **Space Rental** – The number of food vendor spaces available for rent is limited. The cost for both Non-Profit and For-Profit organizations is \$375 for each standard size 100 square foot space (10' x 10').

4. **Application Dates & Fee Refunds** – All applications and fees must be postmarked or received by March 13, 2009. Space fee will be refunded ONLY if notice of cancellation is received by Tuesday, April 7, 2009. After April 7, one half (½) of space fee is refunded only if the space is filled from the waiting list.

5. **Location & Arrival Times** – Each vendor shall receive a plan for the food court location and a time schedule for arrival by April 30. Actual placement will begin at 1 p.m. on Thursday, May 7, 2009. ***Location and Placement of each vendor will be determined at the sole and absolute discretion of the Committee.***

6. **Operating Hours** – All vendors must be open for business during the following hours for the AFAF duration:

• Friday	May 8, 2009	4:00 p.m. to 9:00 p.m. (Optional: You may open at noon)
• Saturday	May 9, 2009	10:00 a.m. to 9:00 p.m.
• Sunday	May 10, 2009	11:00 a.m. to 5:00 p.m.

7. **Food Handler's Card** – One vendor in the booth at all times must have a Food Handler's Card. If vendor has a card from another county in Oklahoma or in the case of out-of-state vendors, proof of food school training or a county or state permit, that will suffice.

8. **Concessions Equipment** – All vendors must provide their own work tables, chairs, trash containers, etc. Public trash containers will be provided by AFAF, but vendor use is prohibited.

9. **Beverage Sales** – ***AFAF reserves the exclusive right to sell all cold beverages. This includes water, tea, lemonade, etc.***

10. **Signs & Booth Decorations** - Each vendor is responsible for his/her own signs, including the display of prices. We encourage and welcome bright, colorful decorations, so feel free to decorate your booth any way you like.

11. **Health Code** – **By law, all food vendors must comply with the regulations of the Comanche County Health Department or be closed down.** Please read the enclosed regulations.

12. Power – Electricity is available on site. Please indicate your power requirements on your application. Limited 220V outlets are available. For liability purposes as well as power limitations, absolutely no microwave ovens will be permitted.

No romex electric cable is allowed on the ground from your food booth to the electrical drop. All electric cable running on the ground must be secured in order to prevent any potential trip and fall. No loose cables will be allowed.

All vendors must have heavy-duty hard surface extension cords equipped with strain-relief connectors for power needed. Trailer Vendors should have grounded power outlets for each of their electrical appliances. All vendors must supply extension cords of the proper length (cords that are too long overheat and are a hazard) and a cord for each appliance. Our electrical boxes are plug in; however, hard wiring is allowed with prior notice.

13. Fire Extinguishers – Adequate ABC fire extinguishers with **current inspection tags** are required to be furnished by each vendor. Both CO2 bottles and Propane tanks must be secured to a solid surface.

14. Potable Water – Water is available on site. This is provided to you by linking hoses to a nearby source. You may wish to bring a hose if you are bringing a trailer. Water back flow preventors are required at each food booth that is hooked up to city water.

15. Open Flame Grills – Open flame grills will not be operated outside the vendor area.

16. Chemicals – If any vendor uses chemicals in their operation, they must be able to identify the contents of the chemical compounds to the fire department or EMT in the event of an accident.

17. Cooking Oil/Grease Disposal – AFAF is currently planning to hire an agent to pick up used cooking oil/grease. Food vendors may expect pick-ups to be Saturday afternoon and Sunday toward closing time.

18. Security – An excellent 24-hour security team will patrol the grounds. Accordingly, it may be possible to leave your equipment in place over night; AFAF does not assume any responsibility. If AFAF security is not acceptable to you, you may provide your own security or adequate insurance at your own expense.

19. RV Parking – Vendors may not park their RV or other overnight accommodation type vehicles within the AFAF grounds or in any adjacent parking lot.

20. State of Oklahoma Law – Festivals are required to collect Oklahoma tax from those vendors who do not have an Oklahoma tax license number.

21. City of Lawton Form “Temporary Special Event Food-Service Establishment Application” and the proper fees must be sent to:

Community Services Dept
License & Permit Center
103 SW 4th St., Rm. 115
Lawton, OK 73501