

IHS Food Truck Festival

Saturday May 19th 10am to 4pm

Location: Immaculate High School – 73 Southern Blvd | Danbury, CT

Welcome! Thank you for your interest in becoming a vendor at the IHS Food Truck Festival. By signing this application you agree to the entirety of the contents and standards outlined in this document. See requirements on the following pages.

Foodies will have a new avenue for a food adventure! We are now accepting food truck vendors, artisans, and other vendors for a fun-filled family friendly day, featuring a corn-hole tournament, outdoor life size games, a kids arena, live music, and the Immaculate's Got Talent Contest.

Vendor App

All Applications due online by April 15, 2018

Setup Times

Saturday 7:30am to 9:30am. All booths must be setup ready to open at 9:45am

Payment

Due no later than May 1st

Food Booth Itemized Sheet

All food vendors need to itemize what they will be selling at the event. We will be doing our best to not duplicate vendors but need your help by itemizing what you will be featuring:

General Vendor Requirements

DELIVERABLES (Please provide us the following for proper submission)

- Fully filled out application plus food booth itemized sheet (if you are a food vendor)
- Insurance: A certificate of liability insurance naming Immaculate High School as an additional insured.
- If Food Vendor, please complete the Danbury Health District temporary food service permit application
http://3ezdec3429u12dn5003td6zh.wpengine.netdna-cdn.com/wp-content/uploads/2017/06/Final_Temp_License-1.pdf
- Event Fees: Event fees are payable to "Immaculate High School", within one week of application approval!
 - For credit or debit card payments email: foodtruck@myimmaculatehs.org and a Festival Representative will instructions on how to pay via credit or debit.
- Electronic Submission: foodtruck@myimmaculatehs.org
- Postal Submission: Immaculate High School Attention: Food Truck Festival 73 Southern Blvd, Danbury CT 06810 You will receive a receipt or email response within 10 working days.

VENDING RULES

1. **Set Up:** General Vendor set up is scheduled for Saturday May 19th at 7:30am. Vendors must supply their own tents, tables, electrical cords, water, hoses, lights, etc, and be set up at least 15 minutes before the official start of festival activities. Food Vendors need to be set up by 9:30am am for Health Department inspection.
2. **Patron Entrance Times:** Festival events will open at 10:00am sharp on Saturday. The She's the First Annual 5k closing ceremonies will be taking place at the festival.
3. **Obligation to Stay:** Vendors agree to remain in their designated locations and agree to not break down until the official vending conclusion times, unless otherwise approved by the Festival Vendor Chair or General Festival Chair. Any disruption to this agreement subjects vendor to possible ban from future events. This regulation will be strictly enforced.
4. **Safety:** You are solely responsible for complying with all safety, health, and fire code requirements. You must have a fire extinguisher at your location if you are dealing with any electronic, cooking, or grilling equipment. No Smoking allowed in any of the vending booths, trucks or Festival Grounds.
5. **Electrical Hook-up:** The Festival Committee will be supplying electrical needs at a nominal cost of \$50.00. However, you are responsible for supplying all power cords at the proper gauge parameters according to use (minimum 10 gauge for 120v, 12 gauge for 240v. When in doubt, get 12 gauge).
6. **Access to Location During Event:** One hour prior to the official Festival start time(s), you will not be allowed to operate a motor vehicle or other vehicle to and from your vending location until the full duration of the event has concluded. This means you must stock your supplies in advance and make suitable arrangements to operate your space. Given the large number of persons expected to attend, this rule must be strictly enforced. Please conclude your stocking and set-up well prior to the start of the events. Should an emergency arise, please contact Festival staff. Volunteers will be on hand to help you unload your vehicle.
7. **Indemnification and Insurance:** You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of vending during any part of the Food Truck Festival. Immaculate High School, or any associated parties, partners, sponsors, members or affiliates of the aforementioned parties or Event, are not responsible for any damages, bodily, property, or otherwise, and you agree to provide complete indemnity to the afore- mentioned parties and affiliates in any and all events, including loss of property. You must maintain your own liability insurance and have proof of insurance available during the Festival for inspection purposes. By participating in the Festival, you are agreeing to indemnify and hold harmless the aforementioned parties from any damages, lawsuits, or claims arising out of any injuries or accidents. Please send a copy of your insurance certificate with your application.
8. **Restricted Products:** We will be discouraging gross duplications of major food items in order to preserve a fair market share for all participants in the event, so be sure to apply quickly!
9. **Exclusivity:** You will be assigned a space based upon the judgment of the Festival

Committee, and no locations are guaranteed. We will certainly do our best to provide you with a suitable space!

10. Conduct: The IHS Food Truck Festival is a family event. You should refrain from selling any products which would offend children or which would otherwise not fit the format of this type of function. You are responsible for controlling your employees/volunteers, and all vendors must conduct themselves in a courteous and polite manner. Our image is important to us, and by following these simple procedures, you will be benefited. No Smoking allowed in any of the vending booths or trucks.

11. No Solicitation: All business must be conducted within the assigned booth space only. No distribution, canvassing, flyers, or vending of any kind may be done by walking the festival grounds unless otherwise approved.

12. Clean-Up: All vending materials must be removed from the area no later than 6 pm on Saturday. You are responsible for removing all debris and cooking materials from the site. There will be dumpsters onsite. You are responsible for disposal of your own trash receptacles in the large dumpsters that will be provided. DO NOT use Festival Trash Containers...

13. Waste Grease/Oil: No waste grease/oil is to be dumped into dumpsters, storm drains, streams or ground. You are responsible for the appropriate containment and removal. Violators will be subject to ticketing by the police, and any fines that the City/EPA will impose on your organization/group.

14. Security: There will be security during the official festival hours. While such security is provided, Immaculate High School shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the aforementioned parties from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.

15. State Laws: You are responsible for paying all appropriate sales tax with respect to the sale of goods and for procuring all permits and documentation as may be required by local and state government to operate within the State of Connecticut.

16. General Provisions: All vending fees are nonrefundable. Your payment of entry constitutes your right to participate at the Festival. Should any entry fees not clear our account or not be paid in full, you will forfeit the right to participate at the event.

Food Vendor Guidelines

DELIVERABLES (Please provide us...)

- A high-resolution company logo for event promotion (PDF, JPEG, PNG, EPS) to foodtruck@myimmaculatehs.org
- A certificate of liability insurance naming Immaculate High School, as "additional insured". This certificate must accompany submission of your application.

HEALTH DEPT

- Vendors must adhere to guidelines listed in this agreement as well as the Danbury Health Guide for Temporary Food Service Events that you will can find here <http://3ezdec3429u12dn5003td6zh.wpengine.netdna-cdn.com/wp-content/uploads/2017>

[/06/Final_Temp_License-1.pdf](#).

- Vendors must complete and return the Danbury Temporary Food Permit Vendor application to them no later than May 1st, 2018. INSPECTIONS

- Food vendors will be inspected by a Danbury official prior to the Festival's official start. All vendors should be set-up by 9:30am on Saturday as designated inspection times will occur in the hours leading up to the festival start time.

VENDORS MUST PROVIDE (other than cooking and serving equipment)

- Vendors must provide their own tent(s) for their space. (Tents must be fire rated. Please be sure to have your certificate of fire rating for Fire Marshal inspection on event day)

- A non-expired "class b" fire extinguisher

- Properly calibrated thermometer

- Food safe disposable gloves

- A non combustible, heat resistant container for grease/oil disposal

- Tables and Chairs if you need them

- All special equipment needs must be submitted with this application for consideration

BOOTH EQUIPMENT PROVIDED TO YOU

- Trash receptacles to share with booth neighbor(s)

- Electrical outlets (upon request) See page 3 of application

SETUP & BREAKDOWN

- Setup begins on Saturday May 19th at 7:00am

- All vendors will be assigned a space to set up their booth/tent on the event site in the dimensions specified by the vendor on the application. If unspecified, your space will measure 10'x10'.

- All Food Vendors must be done setting up by 9:30am for final inspections on Saturday May 19th at 9:30am

- Vendors can only break down their booth following official vending conclusion times unless authorized by Event Chair or their designee.

- No waste grease/oil is to be dumped into dumpsters, storm drains, streams or ground. You are responsible for the appropriate containment and removal. Violators will be subject to ticketing by the police, and any fines that the City/EPA will impose on your organization/group. Any vendor that disposes of grease and/or oil improperly will also be unconditionally barred from future events.

- Vendors are required to discard any rubbish properly in designated disposal areas. There will be dumpsters onsite. You are responsible for disposal of your own trash receptacles in the large dumpsters that will be provided. DO NOT use Festival Trash Containers...

- Ashes must be kept in approved metal container during event and disposed of in event supplied container at the end of the event.

- Avoid accumulation of trash and residue.

- Vendors are responsible for any damage to the grounds resulting from vendor's operations during the festival. After the festival has ended the festival coordinator will check all areas.

Your Signature on the application or Electronic Submission, acknowledges that you have read, understand

and agree with information and requirements set forth in this document.