



# Food Vendor Application Information

Application Deadline: **April 21, 2017**

Powell Festival  
June 23 & 24, 2017

### What is the Powell Festival?

The Powell Festival is the City's signature event of the year. This two-day summer experience stands out in delivering family-friendly entertainment, delicious food and dazzling fireworks. The fun takes place at the Powell Village Green Park located at 47 Hall Street. Parking is available on S. Liberty St. as well as other public parking lots and on street parking spaces in the downtown.

This event is sponsored by generous sponsorships and donations from local businesses and community members.

### Who is eligible to be a food vendor? How do I apply?

Applicants must have all necessary licenses and insurance. Applicants must be year-round and/or seasonal operation with proven festival experience. The vendor/owner must have a self-sustainable operation with water and electric. Vendor/Owner takes all full legal responsibility for participation.

### Where/How do I apply?

The enclosed application is the only application that will be accepted. Full and complete applications must be received by **April 21, 2017**. Incomplete or late applications will not be considered.

No money is due with application (**all fees are due by May 31st**). All vendors must submit photos of their vendor serving area.

### When and How are vendors selected?

All applications will be reviewed and participants will be selected on or before May 1, 2017 and will be contacted at this time. A waiting list will be created for those vendors not chosen. Those vendors may be added if other vendors do not meet payment deadlines or if space opens up in other areas of the park.

Application submittal is not a guaranteed acceptance to festival. Special preference will be given to vendors based on the following:

- A vendor has a strong track record with the Powell Festival
- A vendor has a Powell business and is located in Powell
- A vendor has a unique item not provided by other vendors
- A vendor has a clean and attractive serving station
- A vendor has practical or reasonable pricing

**All decisions of the committee will be final.**

### When will I receive my acceptance of my application?

Vendors will be selected on or before May 1st and will be contacted via email. After May 1st, if your application has not been accepted you will receive a decline letter via email.

### Important Dates:

*April 21, 2017*

Applications must be postmarked for submittal

*May 1, 2017*

Vendors will be accepted and notified. Decline notifications will be sent to vendors not accepted.

*May 31, 2017*

All fees must be paid in full and certificate of insurance must be included.

### Fees

Includes: (1) assigned PARKING SPACE

**\$700 per unit**

**What beverages am I not allowed to sell?**

Powell Festival Food Vendors cannot sell the following items:

- Alcoholic
- Soft Drinks
- Water

**What food/beverage items am I allowed to sell?**

Your menu will be restricted to approved items – please do not bring items not approved for sale to the Powell Festival. Failure to adhere to this requirement will result in being asked to vacate the premises with no refund of fees. Committee must approve additional items prior to start of Powell Festival and reserves the right to determine which items will be allowed to be sold. Applicants must list most important items first. For-profit vendors shall NOT sell any soda, water or brand-named containers (Monster, Gatorade, Red-Bull, etc.). Other approved beverage items (some teas, coffees, juice boxes, milks, etc.) shall be listed as a lesser item. ALL ice, soda or bottled water used in your booth, must be purchased from Powell Festival, including that for personal/staff use and/or for food sales and temperature control.

**Contact:**

David Betz  
dbetz@cityofpowell.us  
Main 614.885.5380 ext. 1033

**Payments (Due upon acceptance)**

Checks payable to:

**City of Powell**  
**Attn: Powell Festival Food Vendor**  
**47 Hall Street**  
**Powell, Ohio 43065**





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Late or incomplete applications will not be considered. You may complete your application online, email your application to: **dbetz@cityofpowell.us** or print and mail to: The Powell Festival, 47 Hall Street, Powell, Ohio 43065, Attn: Food Vendor Applications. Please print or type legibly.

Vendor/Owner Name \_\_\_\_\_

Legal Business Name \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Secondary Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Mobile (during Festival hours) ( ) \_\_\_\_\_

**Email\*** \_\_\_\_\_

Website \_\_\_\_\_

(\*Required for confirmation purposes. Email list is not distributed.)

Are you a NEW food vendor to the Powell Festival? Please circle:      YES      NO

### References from other festivals (**new vendors only**):

1. Event Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone number or email \_\_\_\_\_

2. Event Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone number or email \_\_\_\_\_

3. Event Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone number or email \_\_\_\_\_

**Fees**

**\$700 per unit**

Includes: (1) assigned PARKING SPACE for vendor's personal vehicle for duration of entire event

**Food Description**

**Product/Item Information**

**Main Menu Items**

- 1. Item \_\_\_\_\_  
Price range for each item \_\_\_\_
- 2. Item \_\_\_\_\_  
Price range for each item \_\_\_\_
- 3. Item \_\_\_\_\_  
Price range for each item \_\_\_\_
- 4. Item \_\_\_\_\_  
Price range for each item \_\_\_\_

**Lesser Menu Items**

- Item \_\_\_\_\_  
Price range for each item \_\_\_\_
- Item \_\_\_\_\_  
Price range for each item \_\_\_\_
- Item \_\_\_\_\_  
Price range for each item \_\_\_\_
- Item \_\_\_\_\_  
Price range for each item \_\_\_\_



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**I. Vendor General Requirements**

- A. Is a trailer utilized? If yes, provide entire width and length including tongue: \_\_\_\_\_  
Is tongue to the right or left of the service window (from a customers perspective)? Right\_\_\_\_ Left \_\_\_\_\_
- A. Is a tent(s) required? Is an awning utilized? If yes to either, please provide size and location (width and length) \_\_\_\_\_
- B. Is a grill to be utilized for food preparation? Yes \_\_\_\_\_ No \_\_\_\_\_
- C. What other item(s) will be used/utilized outside of tent? Please describe below:  
\_\_\_\_\_
- E. All tables, chairs, supplies, everything needed for booth are to be provided by vendor.
- F. Powell Festival reserves the right to locate or re-locate vendor booths according to needs of the Festival.
- G. Are you bringing your own generator (food trucks must use their own generator)? Yes No  
If yes, please describe: \_\_\_\_\_
- E. Food vendor license and proof of Insurance with CITY OF POWELL as named insured.  
Enclosed now -or- \_\_\_\_\_ to be mailed to the City of Powell by June 1st
- G. Provide photo(s) of your set-up from previous festivals or events.

**II. Vendor Regulations**

- A. Maximum of 4 main and 4 lesser menu items permitted, including beverages PER booth. If two booths, up to 8 main & 8 lesser items permitted.
- B. For-profit vendors shall NOT sell any soda, water or brand-named containers (Monster, Gatorade, Red-Bull, etc.). Other approved Beverage items (some teas, coffees, juice boxes, milks, etc.) shall be listed as a lesser item.

C. ALL ice, soda or bottled water used in your booth, must be purchased from Festival, including that for personal/staff use and/or for food sales and temperature control. Pricing as follows:

Ice	\$4 per 22lb bag
Water	\$12 per case
Soft Drinks	\$16 per case (for vendor/personal consumption only)

### III. Festival Dates (rain or shine)

A. Friday, June 23 (5:00-11:00PM) & Saturday, June 24 (Noon-11:00PM)

### IV. Confirmations

- A. Upon receipt of application ( including current license(s) and certificate of insurance (naming the City of Powell as additional insured)), a confirmation email will be sent to the email address provided. All fees are due by May 31, 2017.
- B. Vendors will receive complete staging instructions (includes instructions on times, parking, set-up and tear-down requirements, etc.) via email no later than June 16, 2017.
- C. A map will be enclosed with your confirmation showing where to arrive and park.
- D. No Fees are due with application and are non-refundable once accepted. Once accepted, all fees are due by May 31, 2017.
- E. A \$30 fee will be charged for insufficient funds.
- F. If application is not accepted, fees are returned within 30 days as notification of such non-acceptance.
- G. Applications can be refused for any reason.

### V. Staging Rules (Including set-up/tear-down)

- A. Vendors must incur all labor duties during staging. Festival staff/volunteers are not and will not be permitted to assist vendors.
- B. Vehicles permitted into food court up to 1 hour during the following times (only):
  - **Thursday** of Festival weekend, from 6:00PM until 8:00PM (only)
  - **Friday** of Festival weekend, from 9:00am until 2:00pm (at latest)
  - **Saturday** of Festival weekend, from 9:00am until 11:00am (at latest)
- C. For the safety of Powell Festival's visitors, staff and vendors, staging directions **must** be respected.
- D. **Initial here** to show acceptance. \_\_\_\_\_

**Vendors will be notified upon acceptance of any items are NOT approved.**

The undersigned exhibitor agrees that this is not a lease but only permits the temporary use of space provided for the duration of the "Powell Festival" and acknowledges that its activities in conjunction with the event are done at own risk. The undersigned, who is authorized to execute this agreement on behalf of exhibitor, warrants that they shall hold harmless and indemnify Powell Festival Planning Committee, City of Powell, their members, sponsors, volunteers, agents, officers, directors and employees from any and all claims from any cause, for injury, damage, loss, theft, actions, claims and liabilities to persons or property arising out of its activities. All of the above regulations must be observed or the City of Powell reserves the right to have offenders of any regulations immediately removed without refund. The undersigned agrees to abide to all terms and conditions set forth therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return entire application by **April 21, 2017**

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### Check List

In order for your application to be considered, it MUST be accompanied by ALL required forms. Before mailing in your application, please make sure you have included the following:

- Food Vendor Application & Agreement
- Certificate of Insurance naming the City of Powell as additionally insured
- Copy of State of Ohio Food Service License
- Food Description
- Total fees due upon acceptance

\$ \_\_\_\_\_