



City of Temple Bloomin' Temple Festival

2019 FOOD VENDOR INFORMATION

DEADLINE: Applications must be submitted online by 5:00 pm on **Saturday, April 13, 2019**

Bloomin' Temple Festival, one of Central Texas' most popular events, attracts over 12,000 people annually and is held the last weekend every April. For 14 years attendees have enjoyed this two day festival full of a wide variety of musical acts on two stages, arts & crafts, festive food, a carnival, children's activities and lots of family fun in historic downtown Temple.

Vendor applications are now being accepted for the 14th Annual Bloomin' Temple Festival taking place Friday and Saturday, April 26-27, 2019. **All vendors must review the MANDATORY RULES AND REGULATIONS prior to submitting your online application as you will be responsible for all information contained therein.**

WHERE: Martin Luther King Jr. Festival Grounds (301 S. 4th Street)

WHEN: Friday, April 26th @ 6:00 pm to Midnight Saturday, April 27th @ 11:00 am to Midnight

VENDOR SPACE: There are two types of food vendor categories, Food Vendor and Food Truck/Trailer. Food Vendor space is limited to a single 10 x 10 booth (including all wires, stakes, poles, etc.) with a good roof that can withstand wind, rain and inclement weather and is for vendors who do not have a food truck or trailer. **If you require a larger space (Example: 10 x 20) then you would need to purchase additional space.** Food Truck and Trailers are limited to a 10 x 20 space. **If you have a Food Truck or Display Trailer that needs a larger space (Example: 10 x 25) then you would need to purchase additional space.** All items being sold must be contained in booth space. Vendors are responsible for providing all their own equipment, including tables, chair, etc. **NO POP UP TENTS ALLOWED.**

FEES:

Food Vendor (1) Single 10 x 10 Space) **\$375** (\$75 for additional space) **Food Truck/Trailer \$425** (not to exceed 20ft, \$75 for additional space)

Electricity \$75 extra circuit \$150 that need a 50 amp service)

No outside generators allowed. Must provide your own OUTDOOR Extension Cords with the correct amperage.

ELECTRICITY: We have allocated three circuits per vendor or a dual 30amp service for food trucks (L1430 or equivalent plug), **this is included in your vendor fee.** If extra circuits or 50 amp service is needed it can be purchased for the fee amounts above. An event power professional will be onsite to help with any power issues should they arise. **Vendors must list all electrical connections/equipment on application.** Electrical arrangements must be made and purchased prior to your arrival and last minute changes will not be accepted. You MUST furnish your own adapters. **No outside generators are allowed.** Event power professionals will perform inspections and check all application submissions match power usage.

WEATHER: The festival will go on rain or shine! This is an outdoor event; be prepared for any type of weather. The safety of our vendors, visitors, and staff are top priority. **Booths must be secured to withstand inclement weather.** The weather will be monitored throughout the festival, and we will notify vendors of important weather related information as needed.

CERTIFICATE OF INSURANCE: Vendors must furnish FESTIVAL MANAGEMENT/CITY OF TEMPLE with a Certificate of Insurance with general liability coverage of not less than \$1,000,000 and will name the City of Temple as an "additional insured" with Downtown Temple as the premises for the event. If VENDOR does not carry insurance, then the AFFIRMATION AND LIABILITY RELEASE must be completed and signed by the VENDOR in lieu of a Certificate of Insurance. All, VENDORS agree to indemnify and hold harmless the Bloomin' Temple Festival and the City of Temple, its officers, agents, directors, employees and assigns from any and all claims arising from any act or omission of the Vendor. **Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE must be provided before set-up.**

REQUIREMENTS: Vendors must remain open until event closing, even if vendor is sold out. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year. Your booth must be neat, attractive and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash.

APPLICATION CHECKLIST: The following items **MUST** be submitted for your application to be considered.

- 1) Completed online application with payment @ bloomintemple.com
- 2) Food Menu with pricing
- 3) Photo of your booth
- 4) Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE

**** (photos and certificate of insurance can be emailed to (aweckbacher@templetx.gov)).**



VENDOR AGREES TO COMPLY WITH THE FOLLOWING RULES AND REGULATIONS

WE ABSOLUTELY CANNOT GUARANTEE WHERE YOU WILL BE LOCATED

Applications must be submitted online by 5:00 pm on Saturday, April 13, 2019

GENERAL INFORMATION

This document contains pertinent **RULES AND REGULATIONS** that govern the operations of the 2019 Bloomin' Temple Festival. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments by the **April 13, 2019** deadline.

The Bloomin' Temple Festival strives to maintain a balance and diversity in vendor offerings, and quality offerings. **Applications and products are reviewed so that we may maintain this balance.** Our goal is to keep standards high and promote a safe, successful and fun festival. The **RULES AND REGULATIONS** set forth in this document are designed to maintain order and to regulate activities on the festival site.

RULES AND REGULATIONS

1. The City of Temple does not guarantee vendor sales.
2. **ALCOHOLIC BEVERAGES:** The City of Temple is a TABC licensed venue, therefore it is unlawful for vendors other than licensee to sell, delivers, or otherwise provides alcoholic beverages to customers, staff or employees.
3. Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
4. A limited number of vendors in each category will be accepted to the festival. Decisions are at the sole discretion of the City and based on, but not limited to: the best interest of the festival. The Festival reserves the right to admit duplicate businesses based on the Festival needs and size.
5. All location placements will be at the sole discretion of City of Temple staff. **WE ABSOLUTLEY CANNOT GUARANTEE BOOTH SPACE LOCATIONS.** Use of City of Temple property is strictly limited to assigned location.
6. Any product not specified in the application will not be allowed at the festival. Unapproved items must be removed from the vendor booth when asked by City of Temple Staff. Failure to abide will result in expulsion to the festival in future years.
7. Vendor agrees to allow the City of Temple to photograph booth spaces and products during the event for no additional compensation. Photos and video taken may be used in future City of Temple promotions.
8. **Prohibited Items:** Drawings or raffles shall not be allowed. No political party booths. Vendors shall not sell or give away drug paraphernalia, firecrackers, smoke bombs, stink bombs, laser items, knives/swords, brass knuckles, guns, sprays, stun-guns, any weapon related item, or any other items deemed as undesirable by the Bloomin' Temple Festival.
9. The use of amplified public address systems/stereos/radios is prohibited.
10. **Sales & Distribution:** It is the sole responsibility of each vendor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. You must obtain any and all required food handler permits from the City of Temple and/or Bell County. You are responsible for your own sales; there will be no tickets for food. Selling is restricted to the vendor's booth area only. You may not solicit in any other area of the festival fields.
11. **Pets:** No pets of any kind allowed! This includes the festival grounds, all festival/staff parking areas. No exceptions. Do not leave your animals in your vehicle, or animal control will be summoned.
12. City of Temple reserves the right to refuse any application. **Submission of an application does not guarantee a space.**
13. **Space assignments, additional information, parking instructions and maps will be e-mailed to you on or about April 19TH, 2019.**



Vendors will be given set up instructions when they receive their confirmation packet via email, by April 19th 2019
EVERYONE MUST BE IN PLACE FROM 1PM ON FOR HEALTH & FIRE INSPECTIONS! PLEASE DO NOT LEAVE THE BOOTH UNTIL THIS IS DONE!

SCHEDULE: Times are subject to change.

FESTIVAL/VENDOR HOURS: Friday-6:00 pm – Midnight Saturday-11:00 am – 1:00 am

- Booth space must be occupied as assigned, and be open and staffed during all regular festival hours.
- No late set-ups/early breakdowns allowed.
- **Must load in on Friday, NO SHOW Friday doesn't mean you can set up on Saturday.**
- The festival retains the right to deny any vendor that cannot sustain a presence during the entire 2-day festival.

SET-UP/LOAD IN: Friday-9:00 am – 12:00 pm.

- All spots are pre-determined before load-in. Please arrive, unload and set up in the allotted time.
- These slots will be available based on size of your vendor booth/mobile vendor unit. We will plan space accordingly to the vendor booth/mobile vendor unit measurements you provide. **Please be accurate with your sizes (to include tongues, pull down doors etc.), state what side you will be serving out of and be on time for setup.**
- You will not be allowed to enter the site until your scheduled load in time, unless otherwise permitted by coordinator. If we can accommodate we will, yet those scheduled first, take priority.
- NO LATE ARRIVALS WILL BE PERMITTED. AFTER unloading, and BEFORE set up, your vehicle and/or trailer will need to be moved to a designated parking area. **All vehicles MUST be out of the festival area by 4:00 pm.**
- **EVERYONE MUST BE IN PLACE AND AT YOUR BOOTH BY 1:00 PM on FRIDAY, APRIL 26 FOR HEALTH & FIRE INSPECTIONS! DO NOT LEAVE YOUR BOOTH UNTIL THE HEALTH INSPECTOR AND FIRE MARSHALL HAVE COME BY AND COMPLETED INSEPCION!**
- Booths must be set up and ready to open at 6:00 p.m. on Friday and 11:00 a.m. Saturday.
- Once you are set-up, your vehicle must remain parked in the vendor area during the festival. We do not allow re-entry once the festival has begun. **Re-Stocking Access is from 7:00 a.m. to 9:30 a.m. on Saturday & from 5:00-6:00 pm.**
- Plan on bringing everything you need, prior to gate openings. Bring a hand truck and/or cart if you need to load anything in & out. Vendors must have sufficient amount of product in order to operate required hours.

TAKE DOWN/LOAD OUT: Sunday-6:00 am.

- The entire festival area will be fenced off. Therefore, vehicles will not be able to access the festival grounds.
- Do not dismantle your booth prior to closing time. Vehicle/Trailer will not be allowed to drive on, in or out of the grounds until designated times.
- Do not try to bring in, remove your vehicle or wait by the gate. After the crowd sweep, vendor relations staff will coordinate load out with you, and we will notify vendors to bring in their vehicles.
- For liability purposes, NO vendor vehicles are permitted in venue until all patrons have been evacuated.
- Please make sure ALL of your staff are aware of this guideline & abides by it, or risk personal damage, ejection &/or not being invited back. Please bear with us and be patient. This is not an easy or quick process. You can help by breaking down and packing up your booth, while you wait.

NO POP UP TENTS: All vendor booths must be self-contained no pop-up tents/canopies are allowed.

SECURITY: Security will be provided during the overnight hours on Friday – Saturday. Vendors are responsible for covering your merchandise and booth openings with tarps, and securing your booth.

TRASH & WASTE: All vendors are responsible for trash pickup and waste disposal. Grounds must be kept clean and without clutter. Vendor area must be totally cleaned up before leaving the event. Each vendor is responsible for the removal and disposal of all materials, food waste, grease disposal, litter (including cigarette butts), garbage, including boxes, (broken down) and signs.

ICE: Bagged ice will be available for purchase on site during festival hours. If you require ice prior to availability, please plan accordingly.

WATER: NO WATER IS AVAILABLE ONSITE. DUMPING OF WATER INSIDE THE EVENT WILL NOT BE PERMITTED! It will be each vendor's responsibility to haul in their own fresh water, and dispose of their waste water at an appropriate dump site.

VENDOR PASSES: All vendors will be required to have a wristband or pay admission. Each vendor will be issued **(4) four, 2 Day-wristbands** and will be supplied during load in. Additional wristbands may be purchased for \$10.00 each. We cannot be responsible for getting your passes to your staff. You must make these arrangements. No wristbands will be held at will-call, or by vendor relations staff.

PARKING: Parking passes will be provided - 2 per vendor. Entrance will be located at S Martin Luther King Jr. Dr and East Avenue E. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by City of Temple staff.

FOOD VENDORS/TRUCKS: ***** **Festival management will set a minimum and maximum price on all food and drink items.**

- You must obtain any and all required food handler permits from the City of Temple and/or Bell County.
- Cooking equipment (such as pits) must be placed behind the booth and secured from pedestrians.
- No vehicles/trailers are allowed behind/beside booths.
- Each full and single item food vendor must detail what food and beverages they will provide, including price.
- Each vendor may have a maximum of **five (5)** items, consistent with a category of food, for example: BBQ, Mexican, Pizza, Vegetarian etc.
- Portions should be adjusted to allow menu items and meals in the \$2.00-\$10.00 range.
- Pricing is in \$1.00 increments with a maximum \$10.00 on food items. Bottle water should be sold for \$1.00 and soda at \$2.00. You need to sell them out of their original can or original plastic bottle.
- Prices of items for sale must be posted and visible to the public. The Bloomin' Temple Festival committee will check your posted items against the items on your application.
- Vendors selling unapproved items or selling items at inflated prices will immediately be shut down.
- **No alcoholic beverages can be sold out of your booth at any time.**

The deadline is April 13, 2019. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the City of Temple reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. **DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.**

I have read and understand and will abide with 2019 Bloomin' Festival general information, rules and regulations. Upon approval of my application, I understand that most correspondence will be made via email.

By signing the application, I acknowledge that the Bloomin' Temple Festival is subject to various weather conditions and state and federal safety and health regulations. **No refund of application fees.** Vendors must remain open until closing.

Certificate of Insurance and/or AFFIRMATION AND LIABILITY RELEASE must be provided before set-up.

Print and save a copy of your records.

For more information, please contact

Amanda Weckbacher, Events Specialist
City of Temple Parks & Recreation Department
(O) 254.298.5774
aweckbacher@templetx.gov