

# 75<sup>th</sup> ANNUAL SALEM ART FAIR & FESTIVAL

September 13-15, 2024



## For Profit Food Booth Application – Application due April 26, 2024

(Please print)

Name of Organization: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

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

**Food/Beverage information** (once items are approved by SAFF, changes are not allowed without the Events Director's prior permission). **A typed menu must be included with the application.** It is strongly encouraged to attach a secondary menu if you specialize in different cuisines to increase your likelihood of being accepted.

**Please identify each food/beverage item to be sold**

**Price**


### Electrical information :

**How many x Volts x Amps = Watts ?**

**Equipment Using:**

**Volts**

**x**

**Amps**

**=**

**Watts**

<b>Total</b>			

**Oregon Food Handlers Number:** \_\_\_\_\_

**Business Name on Insurance Policy:** \_\_\_\_\_

**Name of Insurance Company:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**List previous festival experience operating a food booth:** \_\_\_\_\_

**What are your business' ecological sustainability practices? Are you familiar with Zero Waste events?** Compost containers and grease traps will be available on site for food vendors' use. All food vendors must dispose of food scraps in the compost containers provided.

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## SAF&F 2024 Booth Information

Organization Name: \_\_\_\_\_

Tent Length \_\_\_\_\_ ft. Side (depth) \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

Cart Length \_\_\_\_\_ ft. Side (depth) \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

Trailer Length \_\_\_\_\_ ft. Hitch length \_\_\_\_\_ ft. Height \_\_\_\_\_ ft.

Do you need additional workspace outside of booth/tent? ☐ Yes ☐ No If so, how much space? \_\_\_\_\_

We have limited space for food carts & trailers. Does your business have the ability to operate in a tent? ☐ Yes ☐ No

Please include a photograph of your food booth/truck taken within the last year.

Please make a diagram of your booth using a bird's eye point of view on this sheet. Please show order/pick-up locations and placement of all equipment, including electrical appliances. If you require extra workspace outside of your cart / tent / trailer, please indicate below. Actual measurements are required.

### Important Dates

**April 26, 2024** Vendor application & proof of insurance due.

**May 10, 2024** Acceptance notifications & contracts emailed.

**May 24, 2024** Signed contract due with \$1,000 deposit.

**May 24, 2024** Insurance certificate naming City of Salem and Salem Art Association as additionally insured due.

**September 13-15, 2024** Daily Sales Report, cash register "Z" or "square" report due at the end of each festival. day

### Food Booth Hours by Location

Food Court, Friday 9:00 a.m. – 10:00 p.m., Saturday 9:00 a.m. – 10:00 p.m., Sunday 10:00 a.m. – 5:00 p.m.

Please send application to:

**Food Vendor Application, Salem Art Association, 600 Mission St. SE, Salem, Oregon 97302**

Notifications will be emailed in early May. If selected, deposit and fees will be due at that time. If you have questions, please contact, Festival Director, at [tim@salemart.org](mailto:tim@salemart.org)

# Salem Art Fair & Festival, September 13-15, 2024

## Food Vendor Application Information

Please read carefully as the application is updated annually

The Salem Art Association is accepting applications for the two food courts at this year's event. There will be approximately 10 food booths at the event offering a wide range of food. Festival coordinators are always seeking creative menu items. Attendee feedback indicates the public is seeking healthier food items. If you are a past participant and your food sales were low, it is important for your group to consider re-creating your menu in order to be invited to participate.

### Food Booth Requirements:

- Food Vendors must provide their own tent/booth for selling food, not to exceed dimensions stated in the application including trailer tongues, awnings, etc.
- The booth must post a restaurant license. Someone with a valid food handler card must be supervising the booth at all times and all safety regulations must be observed.
- All booths must have professional-looking signage located on the outside of the booth, with the name of the organization selling the food clearly visible.
- Only electrical items listed on your contract are allowed. Personal coffee makers are not allowed. Your representative may have made verbal modifications to your application to comply with electricity requirements, and these are reflected in your contract.
- Your organization must use either a cash register or square register for all sales. Reports must be run at the end of each day and "Z" or "square" report must accompany your Sales Report with settlement at the end of each day. Failure to supply "Z" or "square" reports will disqualify you from future participation at SAF&F.
- Salem Art Fair & Festival is a fundraiser for Salem Art Association. A \$1,000 deposit is required for all For Profit Food Vendors and is due **May 24, 2024**. This deposit amount will be deducted from the 18% of gross sales that SAFF will receive.
- Liability insurance for a minimum of \$1,000,000 is required. Both the Salem Art Association and City of Salem must be listed as an additional insured for the dates of the Art Fair. Proof of additionally insured is due with signed contract.
- All participating food vendors are required to use SAF&F zero waste approved compostable products including bio utensils and food containers.

Vendors Initials \_\_\_\_\_

### SAA:

- The Salem Art Association provides the space and placement for your booth.
- Food waste containers including grease disposals are provided by SAFF.
- Attendance is usually 20,000 throughout the 3-day event and does vary according to the weather.
- A Sales Report sheet will be provided to all food participants on site. If selected, vendor agrees to pay **SAA 18% of gross sales**. Each group is responsible for completing the sales report daily and including the register's daily "Z" or "square" report and submitting payment each day. Failure to do so will eliminate participation from future events.
- Due to challenges in receiving accurate receipts/payments SAA will have line spotter's roaming food courts through-out the three days of the festival. These spotters will visually monitor food booth lines and report back to SAA on the comparative levels of activity at the various food booths. Booths that are perceived to be inaccurately reporting their transactions over the three days will not be invited back.

Vendor Initials \_\_\_\_\_

## Salem Art Fair & Festival's Terms of Service

### Application and SAF&F Booth Layout:

Salem Art Fair & Festival Food Court applications are due with proof of insurance. Verification of City of Salem and Salem Art Association as additionally insured is due with contract on May 24, 2024. Incomplete applications/verifications will not be considered for participation. Salem Art Association reserves the right to place the food booths at Art Fair as seen fit. Salem Art Association also reserves the right to accept or deny any food items or vendors for the Art Fair. Past participants must reapply each year and are not guaranteed acceptance.

### Deposits, Electrical and Commission Fees:

Upon acceptance into SAF&F, special electrical fees and a \$1,000 deposit are due on or before May 24, 2024, to secure your placement in SAF&F. During the event, the use of a cash register and sales tape is required. A daily register report is required to be turned into SAA with the 18% commission on gross sales each day (minus the \$1,000 deposit) and the SAA Sales Report that is provided on site. Documentation and the commission fee is due at the close of festival day each day from September 13-15, 2024. Settlement must be made before each vendor can load out.

### Food Vouchers:

As a food vendor, participation in the Salem Art Fair & Festival includes accepting food vouchers from the volunteers and staff of the event. These vouchers are in the amount of \$15.00. Gross sales over \$15.00 are at the expense of the staff or volunteer presenting the voucher. Food Vouchers may be turned into SAA and counted as part of SAA's 18% commission. Failure to accept these vouchers could result in exclusion to further SAA events. Do not accept any other food or drink voucher. Doing so will be at the vendor's expense. Examples of SAA approved \$15.00 voucher will be provided to vendors prior to the event.

### Inclusivity and Diversity:

The Salem Art Fair & Festival is committed to a policy of inclusivity and diversity. By applying to the Art Fair, you agree to uphold the values and mission of the SAA. Any vendor or artist who promotes a message of hate or intolerance will not be permitted to participate in the Salem Art Fair & Festival.

### Indemnification:

Each party (the "Indemnifying Party") agrees to indemnify, defend and hold harmless the other party (the "Indemnified Party") from and against any loss, claim, liability, damage, costs or expense of any kind (including reasonable attorneys' fees).

This agreement shall commence upon execution by both parties and shall terminate upon the fulfillment of both parties' obligations hereunder with respect to the Salem Art Fair & Festival.

**By signing below, I agree to adhere to the rules of the Salem Art Fair & Festival.**

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

Printed Name: \_\_\_\_\_