



**51st ANNUAL
LAKE OSWEGO FESTIVAL OF THE ARTS
JUNE 20-22, 2014
FOOD VENDORS APPLICATION
Application Deadline: March 14, 2014**

The Lake Oswego Festival of the Arts is a three-day Festival showcasing the arts of the region by promoting, exhibiting and educating through the diversity of art media.

The Food Court is a vital element of the Festival offering a variety of foods and refreshments for the Festival attendees. **Because of the many requests from visitors to the Festival all food vendors will be required to accept electronic (not manual) debit & credit cards.**

The Lake Oswego Festival of the Arts is one of the most well attended festivals in the Northwest! Because of this, we want our presentation both at the Lakewood Center and down at George Roger's Park to be top notch. Signage is important but it needs to be uniform for all the food vendors. The tops of your banner or signs cannot be more than 11 feet from the ground. This will make a huge difference as people enter the park.

Deadline: Applications must be received in the Festival office by **5:00 PM, Friday March 14, 2014**. Please read the attached guidelines carefully. If you are selected, payment must be returned to the Festival office by April 11, 2014. All applicants will be reviewed to ensure the overall quality of the event.

CHECK LIST: PLEASE SEND THE FOLLOWING (KEEP COPIES FOR YOUR RECORDS)

1. ___ A Food Booth Application listing references (see below on this page)
2. ___ A Food Booth Requirement-Participation agreement, signed.
2. ___ Copy of Business License & Proof of Insurance
3. ___ Current sample menu and pricing
4. ___ Two (2) references
Name _____ Phone _____
Name _____ Phone _____
5. ___ Picture of Food Booth, description of food and any other pertinent information about the vendor for promotional purposes.

Mail to:
Lake Oswego Festival of the Arts
Attn: **Julie Johnson**, Food Vendor Coordinator
P.O. Box 385, Lake Oswego, Oregon 97034
503-636-1060

For questions pertaining to the food court, contact Julie Johnson at 503-799-3097(C) or via e-mail: juliemackjohnson@gmail.com

Lake Oswego Festival of the Arts

June 20 - 22, 2014

FOOD BOOTH REQUIREMENTS/PARTICIPATION AGREEMENT FOR SMALL BOOTH (10'x10', \$400 FEE) at George Rogers Park Application Deadline: March 14, 2014

1. Vendors will comply with all State and Clackamas County health regulations: copies of licenses and General Liability Insurance coverage must be provided. **Upon acceptance**, a check payable to "The Lake Oswego Festival of the Arts" for booth fee and a finalized menu and pricing sheet, must be in the Festival office by **April 11, 2014**, or applicant will be denied a booth space. In addition, a "Hold Harmless" insurance rider, naming "The Lakewood Center /Festival of the Arts" in the amount of \$500,000 is also required.
2. Service hours are Friday and Saturday, 10:00 AM to 9:00 PM, Sunday 10:00 AM to 6:00 PM. Vendors who serve breakfast items and/or coffee will be ready to serve at 10 AM and continue until Park closing time each day. Vendors who do not serve breakfast-type items have the option of opening one hour later at 11:00 AM. There will be set up time available on Thursday evening after booths have been placed. Vendors should be prepared for inclement weather and protection of the kitchen. Booths may not be closed during the Festival hours.
3. There is limited electricity available. Vendors are to be set up as a self-contained "kitchen." Vendors are responsible for clean work areas at all times. Vendors must supply own trash bags, strong and tied. Designated parking for one vehicle per vendor is provided on location.
4. Security is provided by the Festival from Park closing to Park opening each day, beginning on Thursday evening. Valuables/money should not be left in your booth as the Festival is not responsible for theft or damage. All equipment/tables should be covered at close of each day.
5. Fee for booth space is **\$400.00** for the three days, payable to the Lake Oswego Festival of the Arts. The Festival does not take a commission on sales. The Festival food vendor coordinator will supply all vendors with plastic skirts & table coverings.
6. Space provided by the Festival will be 10' X 10' canopy and two 6 ft. tables. The Park Coordinator will make assignment of space. Additional tables are available for a rental fee of \$15.00 per table and must be ordered through the Festival office by May 16, 2014.
7. All vendors must comply with city and state fire laws, regulations and requirements. Vendor must also provide one approved fire extinguisher to be located within the food booth. A fire marshal will make an inspection.
8. The Festival reserves the right to make compliance decisions concerning quality of food, price of food, signage, and overall appearance of the booth. **The tops of signs/banners cannot be more than 11 feet from the ground. Vendors must have credit card capabilities.**
9. **Recycle & waste reduction. We will be having our recycle stations again for the vendors & public. We would like to go more "green" and request you use more recyclable material. This will generate less waste.**
10. **Vendors will display a sign on the booth listing all ingredients used in the food being served.** A copy of this information will need to be submitted to the Food Vendor Coordinator prior to opening day.
11. Please date and sign at bottom of page indicating your agreement with the above. Please fill in below necessary contact information as follows: business name, contact person, business and mailing addresses, day and evening telephone numbers, and e-mail. Upon acceptance, we will return a full-executed copy to you.

Name (Please Print) _____

Signature _____ Date: _____

Business Name _____

Address/City/State/Zip: _____

Phone (Day) _____ Phone (Evening) _____

Fax: _____ E-mail: _____

Accepted by Festival Food Vendor Coordinator: _____ Date: _____