



LAKE OSWEGO

FESTIVAL OF THE ARTS

48th ANNUAL

LAKE OSWEGO FESTIVAL OF THE ARTS

JUNE 24 - 26, 2011

FOOD VENDORS APPLICATION - SMALL BOOTH (10X10')

Application Deadline: April 8, 2011

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 we will be asking that the food vendors accept debit & credit cards. Since there is no ATM machine in the park visitors have to find a bank. It is a lot easier to use your credit card to purchase food than having to worry about cash. In the long run you will most likely sell more food!

Deadline: Applications must be received in the Festival office by **5:00 PM, Friday April 8, 2011**. Applications received after this date will not be accepted. Notification of selection will be by April 15th, 2011. Please read the attached guidelines carefully. If you are selected payment must be returned to the Festival office by May 6, 2011.

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 Faire Application listing references (see below on this page)
2. ___ A Food Faire 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: Beth Corey, Food Vendor Coordinator
P.O. Box 385, Lake Oswego, Oregon 97034
503-636-1060

368 S. State Street P.O. Box 385 Lake Oswego Oregon 97034

Lake Oswego Festival of the Arts
June 24-26, 2011
FOOD FAIRE REQUIREMENTS/PARTICIPATION AGREEMENT
at George Rogers Park
Application Deadline: April 8, 2011 – SMALL BOOTH

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 May 6, 2011, 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 will be ready to serve at 10 AM and continue until Park closing time each day. 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 booth as 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 Festival of the Arts. The Festival does not take a commission on sales. The Festival food vendor coordinator will supply all vendors with table linens and ice. The costs incurred for these supplies have to be paid directly to the Festival food coordinator at the end of the day on Sunday.

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 6, 2011.

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. **Vendors should have credit card capabilities.**

9. 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, a signed copy by the Festival will be mailed back to you.

Name (Please Print) _____

Signature _____ date: _____

Business Name _____

Address: _____

Phone (Day) _____ Phone (Evening) _____

Fax: _____ e-mail: _____

Accepted by Festival Food Vendor Chair: _____ Date: _____