



**5th Annual 2014
Springfield Indie Soul
Music, Books & Arts
Festival**

5th Annual 2014 Springfield Indie Soul Music, Books & Arts Festival

Food Vendor

Application & Information

NOTE: Due to the outstanding number of vendor applications request, we strongly recommend that anyone interested in participating in the 2014, Springfield Indie Soul Music, Books & Arts Festival get your applications in soon as possible. While the application deadline is July 30, 2014, Attention we are only accepting 10 food vendors.

5th Annual Springfield Soul Music, Books & Arts Festival Information 2014

The Springfield Soul Music Festival is New England's premier music event that takes place August 22, 23 and 24th in Springfield, Massachusetts. Over 2000 people are expected to attend this event. This community and regional music festival, includes a wide variety of music entertainment from across the country. It will also feature food, unique to the New England region. We are pleased to have the opportunity to invite you to submit your application for the 5th Annual Festival!

Food Vendor Information

The Springfield Soul Music, Books & Arts Festival are seeking several food vendor's for prime set-up at the festival. We will select a booth location according to 'first come, first paid,' basis that best accommodates your logistical needs.

Description of Vendors

Food Vendors set up within a 10' x 20 space; food vendors who are cooking will be allowed an additional 10' x 20 space to be used for a cooking area (for a total space of 10' x 20'). Booth vendors must provide their own tables, chairs, and canopies/tents.

Concessions Trailers: no trailer will be allowed in park.

Health Department

IMPORTANT: You must complete and return the "Application to Conduct a Special Event Facility" and the "Food Booth Worksheet" to Springfield Promotions along with your food vendor application. All food vendors need to have a current food service license issued to you from the State of Mass. Please include a copy of your license with your application. If you do not have an in-state license, you may obtain one from the Springfield Department of Public Health.

Fire Department

There is to be no cooking under any tent or canopy, and all cooking and heating equipment must be at least ten feet away from any combustible materials. All food vendors need to supply their own dry-chemical-type portable fire extinguisher, having a rating no less than 40-B. Portable LP-gas containers, piping, hoses, valves and fittings shall be protected to prevent tampering or damage. Compressed gas tanks must be secured in an upright manner, away from tents and canopies and are not to be secured to tent poles or trees. Because of limited space, refueling trucks will not be permitted on Festival grounds. The Springfield Fire Department will also be making inspections before the start of the event on Friday, August 22, 2014.

Insurance

IMPORTANT: All food vendors must submit a certificate of insurance naming Organix Promotions and the City of Springfield as additionally insured. Please include your certificate of insurance with your application! In order for your application to be considered, it **MUST** be accompanied by a copy of your insurance!

ELECTRICITY

Power is available for an additional fee and will be provided only to those exhibitors who paid for electricity in advance. **NOTE:** In the past, we have experienced problems with vendors who have used more power than they initially requested. This trips the breakers and causes many problems and delays that we would like to avoid! To help ensure a smoother and safer event for everyone, in the space provided on your application, please give a detailed description of everything you are planning to plug in. Please also note that every vendor is responsible for covering all cables and wires in his or her booth by using wire mats or covers and any cables or wires running into your booth **MUST** be covered at all times! Extension cords, splitters, etc. will **NOT** be provided. Please plan on bringing a minimum of 100' of extension cords to the event and make sure that you have come prepared with power strips, or any additional equipment you may require.

Menus

On your application, list all the food items that you are planning to serve. Please note the following:

- * All menu items are subject to review and acceptance.
- * Food vendors are not permitted to serve beverages of any kind (soda, water, lemonade, etc.)
- * Menus are accepted on a “first come, first serve” basis.

Fees

Non-Refundable Processing Fee	=	\$50.00
Food Vendor Fee	=	\$200
Concessions Trailer Fee	=	TBD
Health Department Fee	=	waived
Refundable Cleaning Deposit	=	waived

Electricity

110 volts up to 2000 watts	=	waived
220 volts up to 2000 watts	=	\$ waived

Percentage

Food Vendors will be NOT be required to pay 7% of gross proceed to Springfield Soul Music festival

Your application and fees (space fee, health dept. fee and electricity fee) are due by July 30, 2012
The refundable cleaning deposit must be paid on a separate check or by credit card and is also due by July 30. All fees, except the cleaning deposit, will be deposited upon receipt of application. The cleaning deposit will be returned or credited back to you after the event, provided that your booth space is left clean, all trash has been removed, grease spots are gone, etc.

Cancellations

Any cancellations must be made in writing and must be received by the Andrew Keaton akeat06@yahoo.com No refunds will be made Rain or Shine

Mail applications to:

QUESTIONS?

Call: Darryl (413) 233-4560 or Andrew (413) 233-4595 • E-mail
@akeat06@yahoo.com
darrylmoss@gmail.com

2014 Springfield Soul Music, Books & Arts Festival Food Vendor Application

Applicant Name: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Cell Phone: _____

Fax Number: _____ E-mail: _____

Springfield Sales Tax License # (if applicable) _____

State of MA Sales Tax License # (if applicable) _____

Visa/MasterCard: _____ Exp. Date: _____ Amount: _____

Please Select a Vendor Type:

- Food Vendor in Main Food Court (\$100) Dimensions: _____
- Concessions Trailer (\$NA) Dimensions: _____

* Disclaimer: We do our best to accommodate requests, but first choice area is not guaranteed.

Will you be receiving any deliveries during the Festival? If so, what time of day and how often?

2014 Springfield Soul Music, Books & Arts Festival Food Vendor Agreement

Renaissance Artspace believes in equal opportunities for all vendors and we will actively seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration. In selecting participants, criteria may include menu items, past history, the promptness of application arrival, and event area accommodations. Renaissance Artspace reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion.

As a participant of the 2012 Springfield Soul Music, Books & Arts Festival, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Festival. Furthermore, I understand that I should carry my own insurance and that I store my products and equipment overnight at my own risk.

I agree to waive and relinquish all claims I may have against Renaissance Artspace, the City of Springfield, and all associated sponsors and staff of the Festival and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the Festival.

I agree to provide a specified list of all menu items I plan to sell, and I acknowledge that I may not be permitted to sell each of the items I submit. I understand that I must comply with all Springfield, Ma Public Health regulations pertaining to food sales at special events. I understand that failure to comply with these regulations may result in being asked to leave the Festival, forfeiting all fees.

I agree to be present for Saturday, August 15, 16 & 17th, 2014 or if I leave the Festival early, I forfeit my booth space and all fees. If I intend to be late on this date I must acknowledge this to the Event Organizer's or I may forfeit my booth space. I agree that all demonstrations and exhibits may be photographed for publicity purposes. I understand and will abide by the rules of this application.

I have read through the application and I agree to abide by all rules set forth in this agreement.

Applicant Signature: _____ Date: _____

Electrical/Fire Safety Worksheet

In order to ensure that everyone has access to the electricity they need, please complete the following information. If you bring equipment that is not listed, we may not be able to accommodate your requirements.

- Do you need electricity in your booth space? Yes No

- Do you need electricity overnight? Yes No

- Are you bringing your own generator? Yes No
If yes, please describe:

- Are you planning to cook with charcoal at the event? Yes No

- How much electricity & how many circuits will you need?
 - 110 volts up to 2000 watts & _____ circuits
 - 220 volts up to 2000 watts & _____ circuits

Please list all the equipment & required AMPs that you will be plugging in:

To expedite fire inspection, please complete the following information:

How many tanks of compressed gas are you going to bring, and where are you planning to store full tanks? How will you secure the full tanks?

Check List

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

- Food Vendor Application and Food Vendor Agreement
- Electrical/Fire Safety Worksheet
- “Application to Conduct a Temporary Event Food Facility” sheet
- Food Booth Worksheet
- Certificate of Insurance naming Boulder Creek Events and the City of Boulder as additionally insured
- Copy of State of Colorado Food Service License
- Non-Refundable Processing Fee = \$50.00
- Appropriate Space Fee = \$100
- Health Department Fee = waived
- Electricity Fee = waived
- Cleaning Deposit = waived

REMINDERS

Application Deadline: July 30, 2014

Set Up: Friday, August 22, 2014