

RIDGWAY RIVER FESTIVAL



[www.ridgwayriverfestival.org](http://www.ridgwayriverfestival.org)

**June 25, 2011**  
**11 a.m. – 6 p.m.**  
**Rollans Park**

## **Food Vendor Guidelines**

### **Application Process:**

- All vendors must apply each year.
- All questions on application must be answered.
- Applications must be received by May 1, 2011.

### **Vendor Fee:**

- The food vendor booth fee is: \$250.00 for commercial vendors.
- The Rollans Park land use code allows nonprofit use only. The food vendor booth fee is a very reasonable “donation” based on past year’s food sales and saves the River Festival from monitoring food vendor activity.
- Only two food vendors will be accepted at this event - an exceptional opportunity for community exposure.
- This fee will need to be submitted upon application acceptance to secure your booth space. Checks should be made out to: Mosaic Community Project.

### **Set Up:**

- Set up begins in the Rollans Park parking lot on Saturday morning at 8:30 a.m.
- Vendors will be required to have their set up complete by 10:30 a.m. Saturday morning.
- Vendors will be responsible for their own booth equipment, such as tent, tables, chairs, signs, ice, trash cans, etc.
- The festival will provide tents and tables at various locations at the event for patrons to sit.
- You may operate silent generators for power if needed (electricity will NOT be provided).

### **Hours of Operation**

- Festival hours are Saturday June 25, 2011: 11:00 a.m. to 6:00 p.m.
- Booths must be staffed and serve food from 11 a.m. to 6 p.m..
- The festival goes on rain or shine. Vendors must be prepared for inclement weather.

### **Beverages:**

- Vendors may not sell beer or alcohol.

### **Taxes and Insurance:**

- Vendors are responsible for all federal, state, and town taxes.
- The Mosaic Community Project will provide vendors with Ridgway sales tax forms.
- Vendors must furnish proof of insurance and tax license.
- Vendors are responsible for all liabilities.

### **Health and Safety:**

- Vendors must comply with all federal, state, and local health regulations.
- Each vendor must have a portable fire extinguisher.

**Operation Guidelines:**

- Vendors are asked to provide an adequate amount of food to serve approximately 450+ people.
- The Ridgway River Festival does not guarantee sales.
- Raffles are not allowed.
- In an attempt to achieve and maintain variety and profitability for all vendors, the Ridgway River Festival may limit vendor's food offerings.
- Vendors must only use compostable or recyclable food service products, beverage containers, and utensils which can be ordered at: [www.worldcentric.org](http://www.worldcentric.org)
- Equipment and any belongings that are left on site are at the vendor's risk.

**Clean Up:**

- Vendors will be responsible for clean up of their site location.
- Vendors are responsible for trash generated by their booth.
- Vendor will plan to remove their booth and all equipment at the end of the festival, by 8 p.m. on Saturday, June 25, 2011.