

RED POPPY FESTIVAL

GEORGETOWN, TX

April 26 – 28, 2019

Food Vendor Packet

Red Poppy Festival is a popular event, and we only have a limited number of food booths available. In order to be considered, please follow these instructions:

1. Must follow sustainability guidelines.
2. Mobile Vendors must have passed fire inspection and have mobile food vendor permit.
3. Fill out and mail in the enclosed application **in its entirety** by no later than February 16.
4. Completion of the application does not guarantee selection.
5. *After acceptance, we will contact you for debit or credit card payment.*
6. With the application form, provide a copy of your Certificate of Insurance showing proof of liability coverage.
 - a. Coverage must include a minimum of \$500,000 general liability & products completed.
 - b. City of Georgetown must be listed as 'additional insured' through event dates.
7. Your application must also contain:
 - a. A current photo of your booth/trailer.
 - b. A sketch of your booth layout, including all equipment with corresponding electrical needs.
 - c. A complete menu. Please remember:
 - You are allowed to sell cola, water, lemonade, iced tea, coffee and hot chocolate.
 - We will verify your menu in the confirmation packet. You may only sell the products agreed upon. **Committee members will be checking menus on the day of the event.**
 - d. The signed Participant Acknowledgement/Release.
8. Confirmation packets will be mailed out one month prior to event.
9. **Upon acceptance**, you will need to complete and mail either a Williamson County & Cities Health Department Temporary Food Establishment or a Mobile Food Establishment Permit Application. This application must be submitted to and approved by the Williamson County & Cities Health Department **prior to the event**. A fee will be required. WCCHD Information is enclosed. Applications can be found at:
http://www.wcchd.org/services/food_and_restaurant/index.php
10. Any vendor not cooperating with Red Poppy Festival guidelines will be asked to forfeit his or her booth space and will not be invited to participate in subsequent years.
11. There are no refunds or rain checks once your payment has been processed. No refunds or transfers will be made due to cancellation or removal for cause.
12. Please review attached Portable Cooking at Special Events Rules. All rules must be followed.
13. **Booth Operators will be required to be set up and ready, Friday, April 26 at 3 p.m. City of Georgetown Fire Inspection and Williamson County Health Department will perform inspection of your food booth. Teresa Chapman, Solid Waste Recycling Coordinator, will inspect your service ware for compostable compliance. There will be random on-site service ware inspections throughout the weekend.**

2019 Red Poppy Festival Food Court Vendor Application

Mail application to: Red Poppy Festival, Attention: Food Vendor Coordinator, PO Box 409,
Georgetown, TX 78627 Or email to: cvb@georgetown.org

Vendor Information (required information):

Business Name _____
Contact Person _____
Mailing Address _____
City, State, Zip _____
Phone number _____
E-mail _____
Sales Tax # _____
Drivers License # _____

Due to increased attendance and demand, the Red Poppy Festival is implementing an additional food court area. In order to participate in this new area, you must be a mobile food vendor and have an enclosed generator AND ALL COOKING MUST TAKE PLACE WITHIN YOUR ENCLOSED TRUCK/TRAILER. There will be NO power available at this location. We will require a photo of your setup, including the generator, prior to acceptance. There is a limited number of spots at this location, on 7th Street between Austin Avenue and Rock Street. These food vendor spots are all 10' X 30' and will be \$850. The Red Poppy Festival Committee will determine and select the vendors most appropriate for both food vendor locations.

PLEASE CHECK WHICH FOOD COURT AREA YOU WOULD LIKE TO BE CONSIDERED FOR:

____ NEW FOOD COURT AREA ON 7TH St.
____ MAIN FOOD COURT AREA on Main St.
____ FINE WITH EITHER

IF YOU ARE NOT SELECTED FOR THE NEW FOOD COURT AREA, WOULD YOU LIKE TO BE CONSIDERED FOR THE MAIN FOOD COURT AREA?

____ YES
____ NO

INFORMATION REQUIRED FOR NEW FOOD COURT:

Please Select Your Space Requirements for Main Food Court. Electricity and water are provided in this area. You will need to provide your own water hose and the appropriate electrical cord and connection.

New Food Court Rate: 10' X 30': \$850

Do you have a mobile trailer or truck? ____ YES ____ NO
Do you have a wastewater holding tank? ____ YES ____ NO
Do you have a potable water holding tank? ____ YES ____ NO

Water requirements: _____

A wastewater tank will be provided! Please bring your own container to transfer wastewater to holding tank.

Will you be frying? _____
Will you be grilling? _____

Please list all the equipment you will be using to cook or heat food:

INFORMATION REQUIRED FOR MAIN FOOD COURT AREA (parking lot at Main St. & 6th St.):

Please Select Your Space Requirements for Main Food Court. Electricity and water are provided in this area. You will need to provide your own water hose and the appropriate electrical cord and connection.

Main Food Court Rates

10' X 10' _____ \$550 _____
10' X 20' _____ \$800 _____
10' X 30' _____ \$1050 _____

Power requirements: _____

Do you have a mobile trailer or truck? ___ YES ___ NO

If so:

Do you have a wastewater holding tank? ___ YES ___ NO

Do you have a potable water holding tank? ___ YES ___ NO

Water requirements: _____

A wastewater tank will be provided! Please bring your own container to transfer wastewater to holding tank.

Will you be frying? _____

Will you be grilling? _____ Gas or coal? _____

Please list all the equipment you will be using to cook or heat food and electrical needs:

****FOR SAFETY REASONS, GENERATORS MUST BE TURNED OFF WHILE REFUELING****

Participant Acknowledgement/Release

I, _____, (hereinafter "Booth Operator") hereby make application to become a participant/vendor in the Georgetown Red Poppy Festival. Booth Operator agrees to abide by the rules and regulations as set forth herein and such other rules as may be established or amended by the Red Poppy Festival Committee or the Convention & Visitor Bureau Advisory Board of the City of Georgetown, Texas. **Booth Operator has read and understands the 2019 Red Poppy Festival Food Vendor Sustainability Guidelines and agrees to operate according to these guidelines.** Booth Operator will sell only those items or conduct those activities that have been specifically approved in writing. Furthermore, Booth Operator hereby releases, forever discharges and holds harmless the Red Poppy Festival and the City of Georgetown, Texas from any responsibility or liability for loss, claims, damages, theft, injury or accident from activities conducted in preparation for, during and immediately following the Georgetown Red Poppy Festival. Booth Operator assumes full and complete responsibility and will hold harmless the City of Georgetown, its officers, council members, directors, servants, agents, employees or volunteers from any loss, lost profits, damage or injury to the person or property of the Booth Operator or Booth Operator's agents, customers, or invitees. It is further agreed that Booth Operator shall maintain his/her space, merchandise, activities and business practices in compliance with all applicable local, state and federal laws and regulations. Booth Operator understands that violation of or noncompliance with this release or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of Booth Operator and his/her exhibit from the Festival without a refund of any applicable fees paid. Booth Operator is responsible for all "booth" set-up and take down of merchandise, displays and tents or covers. It is further understood that each booth operator is responsible for assuring that all items in his/her own booth are well secured in the event of weather, i.e. wind, rain, etc., and that weights must be used to secure all corners and parts of booth (tables, shelves, hanging racks, etc.) so as not to blow into or damage another booth operator's booth and merchandise. In the event that Booth Operator's tent or any part of the booth causes damage to another vendor's booth due to negligence on his/her part, the Booth Operator will be responsible for those damages.

Booth Name: _____ Sales Tax ID # _____

Signed: _____ Date: _____

(CONTINUED NEXT PAGE)

In addition:

- Please read the attached **2019 Red Poppy Festival Food Vendor Sustainability Guidelines, Williamson County's Temporary Food Requirements, City of Georgetown's Portable Cooking at Special Events Requirements and if you are mobile please read the Fire Inspection for Mobile Food Vending Requirements.** Please sign below that you have read and will adhere to the requirements.

Signed: _____ Date: _____

- If you have any questions pertaining to Williamson County's Food Requirements, please contact David Urban at david.urban@wilco.org or call (512) 943-3620. If you have questions pertaining to the City of Georgetown's Portable Cooking at Special Events Requirements or Mobile Food Vendor Fire Inspection, please contact Jason Fryer at jason.fryer@georgetown.org or (512) 930-8453. If you have questions about serve-ware or waste, contact Teresa Chapman at teresa.chapman@georgetown.org or (512) 931-6533. If you have general questions, please contact Marcy Renneberg at marcy.renneberg@georgetown.org or (512) 931-7616.

****FOOD VENDOR APPLICATIONS ARE DUE BY FEBRUARY 16 AND SELECTIONS WILL BE MADE THE FOLLOWING WEEK. ALL APPLICANTS WILL BE NOTIFIED BY MARCH 2. ACCEPTED APPLICANT PAYMENT WILL BE REQUIRED AT THAT TIME.****