



ArtSplash 2017

September 2-3

Saturday: 10 am – 6 pm

Sunday: 10 am – 5 pm

2017 Concession Application

How to Participate

To participate as a concession vendor at Art Center's ArtSplash, please complete and return the enclosed registration form with a space registration fee check in the amount of \$750 and \$300 damage deposit check made payable to Art Center's ArtSplash.

Space is limited to a maximum of 10 food and 5 snack vendors. Snack vendors are located elsewhere on the festival grounds. The festival committee will select participants based on the following criteria:

1. Specialty and ethnic foods, as well as creative presentation.
2. Service to the public from a free-standing tent.
3. Exclusivity and pricing of eight menu items.

Art Center's ArtSplash wishes to provide its guests an attractive and interesting taste experience. Presentation of your business and your product are essential to the overall look the festival wishes to achieve. New vendors to the festival will be required to provide three professional references as a part of their application process. Failure to provide will result in immediate removal from consideration. *Art Center's ArtSplash will make every attempt to avoid duplication of menu items. We ask for your cooperation.*

Questions?

If you need additional information about Art Center's ArtSplash or this concessions application, please contact Erin Webber-Dreeszen at (712)279-6272x232 or ewebber@sioux-city.org. If you have questions about Health Department regulations, call them directly at (712)279-6119.

Deadlines

The deadline to submit applications and space fees is May 1, 2016. Because space is limited, it would be advantageous for you to return your completed application, \$750 space registration fee and \$300 damage deposit as early as possible. *Spaces will be assigned according to the selection criteria stated above.*

Deadline to apply – on or before May 1

Notification of Acceptance – June 1

Health Department Licensing due – August 1

Vendors are responsible for health inspection licensing. The fee is payable upon completion of inspection.

Direct questions regarding requirements and fee to the Siouxland Health Department at (712) 279-6119.

Key Rules and Regulations

- It is the wish of Art Center's ArtSplash to provide its guests with an attractive food area. Vendors must keep the area in front of their booth clear and accessible to the public. First consideration will be given to vendors able to serve from free-standing tents. If you have a food truck for cooking and have a tent for serving, the truck may be parked behind the tent. This is to maintain the aesthetic of the festival, an issue we take very seriously.
- Food vendors will use their assigned space only for the purpose of selling menu items described and identified in the festival agreement.
- No beer or alcohol sales are allowed.
- The official drink of ArtSplash is Coca-Cola. All soda sold at the festival must be Coke products in Coca-Cola trademark cups.
 - All pre-packaged beverages must be purchased from Chesterman Bottling Company, Sioux City, Iowa. Contact information will be provided upon acceptance.
 - Water can only be sold by food vendors if purchased through ArtSplash for \$2/bottle and must be sold for \$2/bottle.
 - Ice is available for purchase from ArtSplash for \$3 per 20# bag.
- Uniform pricing of all pre-packaged beverages is required. Price lists will be available once acceptance notifications have been mailed.
- A \$300 damage deposit is required for each space. This check, payable to Art Center's ArtSplash, will be held until after the festival and not deposited unless there is clean-up or property damage claim.
- All ArtSplash food vendors are required to provide current proof of insurance naming Art Center's ArtSplash as an additional insured. Please note that vendor insurance must be for a minimum of \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- Participants must purchase a Siouxland Health Department Permit, and meet all health department regulations. A copy of the Temporary Food Service Requirements is included with this form.

If you are invited to be a food vendor at Art Center's ArtSplash:

- All vendors and employees must maintain the highest degree of cleanliness and professionalism in their booths, at all times. Participants are expected to keep the area around booths clear of all supplies and debris at all times. If you do not adhere to these requirements, you will be asked to leave the festival.
- All vendors must present a professional appearance and abide by all rules and regulations. Failure to do so will result in exclusion from the festival in future years. In addition, if you are asked to correct a problem during the festival and do not do so within three hours of notification, you may be asked to leave the festival and will forfeit all fees paid.
- All electrical needs must accompany your application and be submitted on or before May 1. Only the items listed on your application may be plugged in. If you are found to be abusing electrical policy at Art Center's ArtSplash, you will be notified and we will request you change your usage. If you fail to do so within three hours of notification, you will be asked to leave the festival and will forfeit all fees paid.
- Eight menu items may be included in your application. If you serve more than the approved eight menu items at Art Center's ArtSplash, we reserve the right to ask you to remove the additional items from your menu. If you fail to do so, you will be asked to leave the festival and will forfeit all fees paid.

Festival Details

Festival Location:

Riverside Park
1301 Riverside Blvd.
Sioux City, IA
51109

Festival Dates and Times:

Saturday, September 2, 10:00 a.m. – 6:00 p.m.
Sunday, September 3, 10:00 a.m. – 5:00 p.m.

Location Details:

The Food area for Art Center's ArtSplash is in a shaded area of Riverside Park. The surface is grass, and the exact lay-out of the area is subject to change if there are surface issues that prevent the festival coordinators from placing vendors where we planned. Environmental factors, as well as weather issues will dictate exact location, and flexibility is essential from our vendors. *Art Center's ArtSplash will make every effort to ensure vendor needs on site are cared for.*

Questions or concerns?

Contact Erin Webber-Dreeszen, Development Coord.
Office phone: (712) 279-6272 ext.232
Email: ewebber@sioux-city.org

INFORMATION REQUIRED TO APPLY

Please make sure that the application includes the following:

- ✓ Application form, completed and signed
- ✓ Check for \$750 (plus \$100 per 5 feet if more than 20' wide by 10' deep space is required) made payable to Art Center's ArtSplash
- ✓ Check for \$300 for damage deposit, payable to Art Center's ArtSplash
- ✓ A current picture of vendor booth
- ✓ A copy of vendor liability insurance
- ✓ NEW VENDORS: Include 3 Professional References. Failure to do so will result in immediate removal from consideration!

Submit all application materials to:
Art Center's ArtSplash
Attn: Erin Webber-Dreeszen
Sioux City Art Center
225 Nebraska St.
Sioux City, IA
51101

All materials are due no later than May 01, 2017.

Application Details

Booth fee (must be submitted with application; check will be returned if application is not accepted)
\$750 (If more than 20' wide by 10' deep is requested, the fee is an additional \$100 for each additional 5 feet.)

Set-up

Set-up will begin on Thursday, August 31, 2017 and continue into Friday, September 1, 2017. You will be contacted by Art Center's ArtSplash to arrange a load-in time for that day. It is imperative that you adhere to the mutually agreed upon time. We build the schedule and placement first on when your application is received and secondly your offerings and availability to load in. Our success in placement depends on your cooperation.

Percentage of Sales

Vendors are not required to submit a percentage of sales for the 2017 festival.

Vendor space

All approved vendors are provided with requested booth space. Please note the additional fee for those needing more than 20' wide by 10' deep of space. Trailer tongues or pullout service windows must be removed if they are longer than the length specified in the application. Vendors will be fully responsible for booth structure and furnishings. Remember that aesthetics are extremely important to the festival. Booths will be set up on grass (please see **Location Details** section on this page) and must be self-sustaining.

New Vendors

New vendors to the festival will be required to provide three professional references as a part of their application process. Failure to provide will result in immediate removal from consideration.

Vehicles

Vehicle parking is allowed on site. Each vendor will be provided with **one** parking space in a designated area. No vehicles will be allowed to drive through or block the food court during the festival hours. Deliveries will need to be arranged accordingly.

Health Department regulations and permits

The Siouxland Health Department will do an on-site inspection. Each vendor will provide two trash containers outside his/her stand. Each vendor must also have a container for gray water collection. Vendors are responsible for health inspection licensing and must be provided to Art Center's ArtSplash by August 1, 2017. The fee is payable upon completion of inspection. Questions regarding Health Department regulations should be directed to the Siouxland Health Department at (712) 279-6119.

Thank you for your interest in Art Center's ArtSplash 2017

Complete Application Below and return by

May 1, 2017



ArtSplash 2017

September 2 - 3

Saturday: 10 am – 6 pm

Sunday: 10 am – 5 pm

2017 Concession Application

Due date for applications

Completed application materials must be received no later than **May 01, 2017**.

Notification of selection will be emailed by **June 01, 2017**.

Exact wording of vendor name (please print as name should appear in promotional materials):

Contact Name: _____

Phone: (Business) _____ (Home) _____

(Cell) _____ (email) _____

Street address: _____

City: _____ State: _____ Zip: _____

Health Department requirements and fee

Vendors are responsible for health inspection licensing. Proof of Temporary Food Service Permit is due to Art Center's ArtSplash by August 1. The fee is payable upon completion of inspection. Direct all questions regarding requirements and fee to the Siouxland Health Department at (712) 279-6119.

(continued)

Specific food & drink items to be sold, including price:

Item 1 _____	Price _____
Item 2 _____	Price _____
Item 3 _____	Price _____
Item 4 _____	Price _____
Item 5 _____	Price _____
Item 6 _____	Price _____
Item 7 _____	Price _____
Item 8 _____	Price _____

PLEASE NOTE: ONLY 8 MENU ITEMS ARE PERMITTED

Booth description (Total booth depth cannot exceed 20 feet width or 10 feet depth)

Width (frontage required) _____ Depth (curb to front) _____

* Include pull out service windows and all space to conduct business.

Circle one: Trailer/Food truck Self-supporting tent

* A current photo is required.

Electrical service

ArtSplash will provide generators with 120-volt outlets. For **every** major appliance (roasters, coffee pot, freezer, etc.) vendor must provide a 100' extension cord. Vendor must provide own outlets if rated at 240 volts. **NO personal generators allowed.**

(continued)

Electrical Service (continued)

Voltage required _____

If 240 volts: Amperage _____

Number of wires _____

List all items requiring electricity

Liability

ArtSplash organizers accept no liability for any vendor. We require that vendors carry liability insurance (a minimum of \$1,000,000 per occurrence/\$2,000,000 general aggregate), name Art Center's ArtSplash as an additional insured and provide a copy of the policy. Security will be provided from Thursday evening through 5 p.m. on Sunday. All vendors must be off premises by 7:00 p.m. on Sunday.

We, the above vendor, agree to follow the guidelines stated in the application information and application form. We understand that failure to follow the above guidelines can result in removal from the festival. Information provided in this form will be used in the festival program. No changes will be allowed without the expressed written permission of Erin Webber-Dreeszen, Development Coordinator, Sioux City Art Center.

Authorized signature

Date

Application submission

Submit all application materials to Art Center's ArtSplash, Sioux City Art Center, 225 Nebraska St., Sioux City, IA 51101. All materials are due no later than May 01, 2017.

Please make sure that the application includes the following:

- ✓ Application form, completed and signed
- ✓ Check for \$750, plus additional \$100 if more than 20' wide by 10' deep space is required, made payable to Art Center's ArtSplash
- ✓ Check for \$300 for damage deposit, made payable to Art Center's ArtSplash
- ✓ A current photo of vendor booth
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- ✓ NEW VENDORS: Include 3 Professional References. Failure to do so will result in immediate removal from consideration!