



2015 FOOD Vendor FairFest Festival Rules & Regulations

Vendor Copy

The Annual FairFest Festival is produced by 101.1 fm KRUU Radio Fairfield, Iowa. KRUU Radio retains the exclusive and sole right to sell *official* FairFest art, souvenirs and merchandise at the FairFest Festival. Vendors will not be allowed to sell any items that include the words, "Annual FairFest Festival or any derivative thereof including but not limited to FairFest Festival.

Please make a copy of these guidelines for yourself to keep!

1. ____ (initial) The Annual FairFest Festival Committee will assign booth space. Booth spaces are awarded based on the categories listed in the enclosed vendor priority box. Space assignments are **FINAL**.
2. ____ (initial) Vendors are required to be open from Friday evening check in and set up by 3:00 till 9:00pm Saturday 10:00 a.m. until 9:00 p.m. Sunday 10:00-5:00
3. ____ (initial) Vendors who breakdown their displays or depart before closing time on any day of Festival operations will not be invited to return.
4. ____ (initial) Vendors must have sufficient amount of product in order to operate required hours.
5. ____ (initial) VENDORS ARE REQUIRED TO DISPLAY A MENU WITH PRICES IN PLAIN VIEW FOR PATRONS.
6. ____ (initial) Electricity is provided to all food booths. A 220 circuit breaker will be provided upon request. Vendors will be responsible for providing a 220 pig-tail to connect to breaker.
7. ____ (initial) No extension cords smaller than 12 gauge. ONLY ONE high wattage quartz flood light can be used for signage, meaning only **ONE** halogen allowed for signage. Anything additional should be eco-friendly or fluorescent for the purpose of providing better electrical service at the Festival. (They do make florescent screw in bulbs that will provide sufficient lighting, this is preferred.)
8. ____ (initial) Vendors must check in on Friday before 12:00 to be given booth space or lose space without refund. If you would like to set up earlier please coordinate accordingly with the FairFest Festival Food Vendor Committee.
9. ____ (initial) Heavy weighting with independent devices is mandatory. It is strictly prohibited to anchor booth or any other items to standing Fairfield property including poles, benches or parking stoppers.
10. ____ (initial) Please indicate with a picture or description what type of food booth you have.
11. ____ (initial) All food vendors may *NOT* place anything other than used oil in grease barrels. If barrels are used to deposit any other debris, vendor will not be invited back.
12. ____ (initial) PLEASE INCLUDE / ATTACH A COPY OF YOUR STATE FOOD LICENSES. FROM THE STATE BOARD IN DES MONIES OR YOUR TAX ID NUMBER. If you do not have a tax ID or Food licenses the cost is \$65.00 fee payable to State Board. NOT FAIRFEST. Contact Des Monies State Board.
13. ____ (initial) All food vendors are REQUIRED to have at least one, fire extinguisher along with at least one environmentally safe spill absorption substance/kit.
14. ____ (initial) Use of electric fryers is highly discouraged and can be a cause for your application to be rejected based on electrical load plan. Vendors should use GAS fryers. Fryers must be covered overhead with hard surface roofing, i.e. metal, fiber glass etc
15. ____ (initial) If you are using propane gas please indicate YES.

16. ____ (initial) Vendors cannot sublease assigned booths. Subletting or sharing booth space may result in eviction from festival.
17. ____ (initial) Breakdown will begin at 5:00 p.m. Sunday. Additional breakdown instruction will be provided closer to festival date.
18. ____ (initial) Unit space must be cleaned and cleared no later than Sunday at midnight.
19. ____ (initial) Vendors are responsible to obtain all forms for fees and tax revenue collected.
20. ____ (initial) Limited parking will be available at festival no campers / motor homes allowed on site.
21. ____ (initial) Nominal security will be provided after hours. The Annual FairFest Festival will not be responsible in any way for loss or damage to participant's property.
22. ____ (initial) Food vendors may be subject to be inspected by the local electrical inspector at any time.
23. ____ (initial) The Annual FairFest Festival does not accommodate nor have space in vendor parking for motor homes for any vendors.
24. ____ (initial) **All vendors of the FairFest Festival must provide an email address on their vendor application. Vendors will only be contacted by email.**
25. ____ (initial) Vendors are REQUIRED to obtain a Fairfield City Temporary business permit to participate in FairFest Festival. Separate fee Cost is \$15.00 fee for background check and \$1.00 per day vending. Total of \$18.00 payable to City of Fairfield NOT FAIRFEST Application attached. Rebekah is the contact person at city hall 641-472-6193. *Please bring your permit to the Festival. THIS is The City of FAIRFIELDS RULE
26. ____ (initial) Vendors may only sell products that are listed on your application and that has been accepted and cleared by the Food Committee.
27. ____ (initial) Vendors are responsible for collecting, reporting, and paying all sales taxes collected to appropriate revenue division at the end of the festival on Sunday.
28. ____ (initial) No gas powered generators.
29. ____ (initial) You will have garbage pick ups by FairFest Volunteer (please do not over load this receptacles).
30. ____ (initial) **PETS ARE NOT ALLOWED IN THE FESTIVAL AREA AT ANYTIME!**
31. ____ (initial) Nominal security will be provided after hours. The FairFest Festival will not be responsible in any way for loss or damage to participant's property. Each exhibitor is responsible for securing their booth each night. Exhibitors are responsible for their own personal and property liability insurance.
32. ____ (initial) Vendors are responsible for keeping their assigned area clean and orderly. If you leave trash, boxes, or pieces of your exhibit you will not be allowed to attend the following year's festival.
33. ____ (initial) Awards can be displayed from other festivals or events.
34. ____ (initial) **Food vendors must submitted at least 1 photo of their booth set-up or a detailed description so we will know where to place you.**
35. ____ (initial) All vendors with a **catering trailer**, that will be cooking food in fryers or in grease will be **required to have a TYPE I Hood system and automatic fire suppression system**. The fire suppression system must meet current standards and have current certified inspection tag in place. This is enforced by Fairfield Marshal.
36.
 - a. Your propane tanks must be stored and secured outside of your tent or trailer.
 - b. You must pay for enough space to accommodate your propane tanks outside of your tent.
(NO EXTRA SPACE WILL BE PROVIDED THAT YOU DIDN'T PAY FOR).
37. ____ (initial) If you are cooking with grease you must bring your on barrel for grease disposal.
38. ____ (initial) NO items can be stored on the sidewalk, benches or walking areas. You must keep everything inside the space you requested.
39. ____ (initial) When calculating your space YOU MUST account for open doors, awnings, signs, trailer tongues etc. We try to make the best use of the space possible. If your door or awnings won't open because of a lack of space between you and another vendor you didn't buy enough space.
40. ____ (initial) YOU WILL ONLY BE GIVEN THE SPACE YOU REQUEST AND PAY FOR.NO

EXCEPTIONS. PLEASE give me Details about the size of your food booth, trailer, grill etc..

41. _____(initial) Make checks payable to KRUU Radio Station FairFest Festival

****By signing the FairFest Festival food vendor application you are stating you have read, understand, and will adhere to all festival rules & guidelines listed above.***

ANY VIOLATION OF THE RULES AND REGULATIONS IN THIS PACKET AT ANY TIME MAY RESULT IN THE LOSS OF VENDORS SPACE FOR THE DURATION OF THE SHOW WITHOUT REFUND AND THE VENDORS MAY BE EXCLUDED FROM FUTURE FAIRFEST FESTIVALS.

Payment – *If you are paying by check you must include separate checks for each payment. \$30 fee on all returned checks.

Application fee: \$25.00 Processes upon receipt of application. This is non-refundable!

Please circle type of payment Check or Money Order or Credit Card Process

Credit Card #: _____ Expiration Date: _____

Name on Card: _____

Signature: _____

FOOD Booth fee: 250.00 10x10 booth circle type of payment.

Check or Money Order or Credit Card

If you request 2 booth spaces you MUST submit two checks for separate amount!!!! NO EXCEPTIONS!

Credit Card #: _____ Expiration Date: _____

Name on Card: _____

Signature: _____ Date: _____

PLEASE LIST FOOD TO BE SOLD

Release and Indemnification Agreement

Completion of application represents my commitment to participate in the Annual FairFest Festival to be held in Fairfield, Iowa. In the event that The KRUU FM Radio Station is unable to hold the Annual FairFest Festival as scheduled by reason of war, insurrection, or acts of God or nature, then no refund shall be made and it is agreed that all contracts are null and void and there shall be no responsibility on the part of the KRUU Radio Station and the Annual FairFest Festival committee for losses sustained by any person caused by such an event.

I have received and read the general guidelines and festival regulations and all of the rules and conditions contained therein which are hereby incorporated by reference. I agree to abide by them. For good value and consideration, including participant being permitted to participate in the Annual FairFest Festival ("EVENT") to be held June 19-21 2015 at the Public Town Square Area in the city of Fairfield, Iowa the undersigned participant, for myself and my successors, heirs, employees, agents and affiliates (and in case of corporation, its officers, directors, and shareholders), (collectively the "PARTICIPANT") forever release and discharge the Annual FairFest Festival Committee and Sponsor KRUU 101.1 FM Station and each of its officers, directors, employees, agents and affiliates (herein collectively referred to as "FAIRFEST FESTIVAL") from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, causes of action and judgment whatsoever, in law or in equity which any of the foregoing, any or all of the PARTICIPANT ever had, now or which they hereinafter can, shall or may have for, upon or by reason of any matter, cause or thing whatsoever existing out of the

EVENT. The participant AGREES TO AND DOES HEREBY ASSUME ANY AND ALL RISKS OF PERSONAL INJURIES TO THE participant, including death, and damages to PARTICIPANTS property, caused by or arising out of PARTICIPANT'S involvement in the EVENT. The participant HEREBY AGREES TO DEFEND, INDEMNIFY AND HOLD the FAIRFEST FESTIVAL COMMITTEE / REPRESENTATIVES AND SPONSOR KRUU 101.1 FM STATION harmless from and against any claim, demand, suit, loss causes of action, damages, liabilities obligations, costs, expenses, and judgments (including without limitation death and damages to property) caused by PARTICIPANTS acts or omissions or failure to abide by the rules and conditions

contained herein. The FAIRFEST FESTIVAL COMMITTEE, KRUU 101.1 FM STATION reserve the right to final interpretation of all rules.

UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED

PRINT NAME

Applicant's Signature

Date

Requested # of Booths_____.

No vendor is guaranteed booth location or # of booths requested, despite previous participation in the *Fairfest* Festival. A signed application constitutes a contract to follow and be bound by all *Fairfest* Festival Rules & Regulations and is a commitment to participate personally if accepted. Violation of rules & regulations prior to, during, or at the festival will result in loss of vendor space without refund. Applicant verifies that photos / descriptions submitted accurately depict booth set-up & products to be sold.

Applicant will not be considered if this form is incomplete, unsigned or received without correct fees. Your signature below certifies that you understand and accept all rules & regulations.

Signature _____ Date _____

PLEASE SAVE YOURSELF A COPY AND MAIL TO /email

KRUU 101.1 FM

Attn: *FairFest* Vendor Festival Committee

405 North 2nd Street

Fairfield, Iowa 52556