

National Folk Festival Food Vendor Guidelines

Application Process

- All vendors must apply each year.
- All questions on applications must be completed. Festival organizers may request clarification. Failure to provide requested clarification is grounds for rejection.
- Vendors must list on their application **ALL** items and services they wish to display or sell. **Items not listed and approved may not be sold and must be removed from vendor's booth.**
- Vendors are not granted exclusive rights to sell any particular item. The NFF will retain the right to determine which of a vendor's products are approved for sale.
- Applications must be postmarked by deadline indicated on application form. Timely applications will be considered before late applications.
- Failure to meet application and/or contract fee deadlines may result in forfeiture of booth location and/or booth space.

Selection Process

The Festival Coordinator, Executive Director and the NCTA will determine the number of food vendors before the applications are ranked.

Food Vendor Selection Committee (FVSC):

Applications will be reviewed by the Food Vendor Selection Committee, which is composed of:

- Folk Festival staff (2 representatives)
- NFF Lead Volunteer Food and Beverage Coordinators (2 representatives)
- NFF Executive Committee (1 representative)
- Board of Directors (1 representative)
- Culinary Experts from the Community (2 representatives)

Vendor Selection:

The Food Vendor Selection Committee will review the applications as follows:

1. The applications will be categorized into:

- Ethnic Foods (35%)
- Montana/Regional Foods (20%)
- Snacks/Desserts (15%)
- "Fair" Foods (10%)
- Other Main Dishes (10%)
- Beverages (10%)

Note: Our goal is to end up with these percentages of vendors from each of the food categories. However, if we do not have enough qualified applicants in a given category, the FVSC will have the latitude to adjust these percentages as necessary.

2. Each application will be given a numerical grade on the selection criteria:

- Product Quality (**30 points** possible)
- Product Uniqueness (**15 points** possible)
- Experience serving large crowds (**20 points** possible)
- History with the National Folk Festival (**15 points** possible)
- Local Vendor (**10 points** possible)
 - From Butte – 10 points*
 - From Southwest Montana – 7 points*
 - From Montana beyond the immediate area – 5 points*
 - From outside of Montana – 3 points*
- Non-profit organization (**5 points** possible)
- Overall presentation (**5 points** possible)

4. The Montana Folk Festival Partners will review each vendor's rankings and will recommend a list of food vendors to the Festival Coordinator.
5. The selection process assumes vendors will be selected for booths in the main Food Court, and at other food areas throughout the festival site. The committee will then look at the unselected applicants from each of the food categories and offer one booth in the Children's Area to the highest scoring applicant whose product would be appropriate for that venue.
6. Applicants are notified by mail as to acceptance or rejection.
7. Vendors wishing to be listed in the Festival Program must fulfill all contract responsibilities by applicable deadlines.
8. Complete contracts and required fees must be returned by indicated deadlines.

Pricing

Application Fee

- A non-refundable application fee of \$25.00 must accompany each application.

Booth Fee

- The booth fee (for standard 10 feet of frontage) is:
 - \$400.00 for commercial vendors.
 - \$300.00 for non-profit vendors.
- Additional frontage space is available at \$25 per frontage foot.
- At the conclusion of the Festival, vendors will be required to reconcile their fee with the NFF. Failure to remit accurate payment may result in non-acceptance to future Festivals.
- No space will be held without a completed contract and full payment of the contract fee.
- Full payment must be received on or before May 1, 2008.

Electricity Charge

- The basic service charge for electricity at each vending booth is \$25. Vendors must indicate on their applications a complete, specific list of electricity needs. *The NFF will not guarantee the availability of electrical service beyond that which is indicated on the application.*
- The NFF will have a limited number of electrical service availability for vendors' food storage units at a location separate from the vendors' booths for an additional \$25 charge. Vendors must indicate this need on the application in order to be considered for this opportunity. The NFF is not obliged to provide this resource in the event of late requests.
- Vendors must place electrical plugs where Festival Organizers direct them.
- Vendors should bring one 12-gauge cord per circuit and other outlet strips as needed. Cords should be labeled with the business name at both ends. All cords not of acceptable gauge will be disconnected.
- Additional power may be available at some locations and will be charged on a time and materials basis.
- The NFF will not be obligated to meet extra power requests received after April 30, 2008.

Water Charge

- There is a fee of \$20 for a water hookup.
- Water cannot be supplied to all locations. Please indicate on the application if you require water.
- Vendors must supply an approved back flow device for each connection.

Refunds

- No refunds will be issued for cancellations made after June 11, 2008.
- No refunds will be issued for inclement weather.

Beverages and Ice

- The Festival Committee will be the beverage vendor on site, selling beverages including carbonated sodas, water, and iced teas.
- Vendors may purchase beverages from the National Folk Festival for sale at their own booth.
- Vendors who wish to sell beverages must sell approved products unless their handcrafted product is deemed unique.
- Ice must be purchased from the Festival organizers on site.

Hours of Operations

- Festival Hours are: Friday 5 p.m. to 10:30 p.m.
 Saturday, 11 a.m. to 10:30 p.m.
 Sunday 11 a.m. to 6:00 p.m.
- Booths must be staffed for all hours agreed to on the contract.
- The Festival goes on rain or shine. Vendors must be prepared for inclement weather.
- There will be limited opportunity for food vendors at sites that close at 6 pm on Saturday.

Taxes and Insurance

- Vendors are responsible for all state and federal taxes. There is no sales tax in Montana.
- Vendors must furnish the NFF with a certificate of insurance showing tenant's liability insurance minimum coverage of:
 - Bodily Injury \$1,000,000 per occurrence *and*
 - Property Damage \$1,000,000 per occurrence.**The NFF must be named as an additional insured.**
- The National Folk Festival disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to:
 - obtaining liability and general coverage insurance for vendor-related activities
 - adhering to all local and state ordinances and regulations
- The National Folk Festival does not have separate vendor coverage under any insurance it may maintain.

Health & Safety

- Food production techniques must meet Montana health statutes and regulations.
- Vendors must obtain proper permits from the Silver Bow County and the State of Montana. A Butte-Silver Bow County Business license can be acquired for a fee by calling the county treasurer at 406-497-6305.
- Vendors must comply with all federal, state, and local health regulations. For more information, contact the Butte-Silver Bow Health Department at 406-497-5020.
- Vendors must comply with NFF guidelines for the disposal of greywater, grease, and hot coals.
- Once operational, the site will be inspected by the Fire Marshal.
- All vendors using cooking equipment must have a 40 BC-minimum fire extinguisher. All vendors serving food must have a 20 BC-minimum fire extinguisher.
- All propane tanks must be firmly secured on a hard, non-combustible surface. Vendors must supply their own surface on which to secure tanks; the ground alone does not qualify.

Vehicles On Site

- For the safety of the Festival’s attendees, vehicles are not allowed to move onto or within the site during operating hours and during the window before and after scheduled Festival events when attendees arrive and depart.
- Vendors will receive **one** parking pass for the designated vendor parking lot. Vendors must park their vehicles in this lot and may not remove the vehicle from the lot until after operating hours.
- Vehicle hours on site are as follows:

	before 10	11	12	1	2	3	4	5	6	7	8	9	10	11	and after
Friday								vehicles may not move on site 4p.m. to 11p.m.							
Saturday			vehicles may not move on site 10a.m. to 11p.m.												
Sunday			vehicles may not move on site 10a.m. to 7p.m.												

- Vehicles may move on site during the times shaded above.

Booth Set-up

- Booth locations are assigned.
- Vendors may not trade, switch, or set up in any other location.
- Booths must be set up and operational at the time stated on the contract.
- Permission must be granted from Festival Organizers BEFORE any holes are dug. Vendors must fill any holes dug.

Booth Operation Guidelines

- Vendors must restrict their activities to their booth space.
- Vendors must maintain a separate service line for Artists and Staff. The Festival will provide signage.
- Vendors should bring an adequate amount of food or merchandise to last through the Festival.
- No space-sharing or subletting will be permitted, nor can the vendor assign the contract to another party.
- Raffles are not allowed.
- Camping is not allowed on the Festival site.
- The National Folk Festival will limit vendor rights to sell multiple food offerings in an attempt to achieve and maintain variety and profitability for all vendors.
- In the event of a dispute, the decision of the Montana Folk Festival Partners will be accepted as final.
- Although there will be security on Friday and Saturday nights, all fixtures and materials are left overnight at the vendors’ risk. The Festival’s insurance will not cover personal property, so vendors should obtain their own insurance.

Booth Clean-up

- No booth may be dismantled or removed from its assigned space prior to the end of the Festival on Sunday.
- Vendors must take their entire booths – including carpet, display racks, storage containers, and decorations – home with them.
- All booths must be broken down by 10 p.m. Sunday evening.

Any vendors failing to completely clean up their booth areas must pay a clean-up fee, as well as a cleaning deposit for the following year’s Festival. *Vendors who fail to comply or repeatedly violate these guidelines may be expelled and/or not invited to apply.*

The NFF reserves the right to amend these guidelines as needed.