

Newberry Oktoberfest: German Heritage Festival

Saturday, October 7th, 2017 –10:00AM-6:00PM

Food Court Vendor Booth Information

- **SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE A SPACE.**

QUALIFICATIONS:

- Food Vendors must sell at least one German inspired dish among their menu items to be considered for a booth space at Oktoberfest. At least 1 picture or website address where your booth set up can be viewed are required to be included with this application for judging. Any photos submitted will not be returned.
- Applicants must submit their menu with application for review by Oktoberfest committee.
- Vendors should provide an adequate description of their product.
- The event reserves the right to reject applications that do not meet the standard as judged by our committee. This would be for food that is considered of poor quality, and does not meet the basic qualification of having 1 German inspired dish. Our goal is to provide a quality experience for the vendor and patrons. Rejected applications will be returned with payment.

BOOTH SPACES:

- **Only 16 food vendor spaces are available on a first come first-served basis after judging.**
- **Food Court Booth Space fee is \$125.**
- **Booth Spaces are 10x20 foot spaces. VENDORS MAY NOT EXCEED THESE BOUNDARIES however exceptions may be made for food trucks depending on space available. Boundaries will be marked for your convenience.**
- Food Court Vendor Spaces are located on the streets surrounding Community Hall (Main, Caldwell, Boyce and McKibben).
- **All vendors should supply their own booth TENT, TABLES and CHAIRS.**
- **Vendors are encouraged to bring their own tents. Vendors must bring at least 40lbs of weights to keep tent in place should there be winds.**

Each booth includes the following provided by the Event:

- Electricity (see below)
- Bavarian Decorations
- **NO TENTS, TABLES, DRINK TUBS, OR MENUS PROVIDED**

**Fryers are discouraged, however if frying, fryers must be secured and level within cooking space to avoid tipping/spilling. LARGE VAT FRYERS ARE PROHIBITED.*

Electricity

Each vendor will be limited to one 20 amp service with two outlet plug-ins. All outlets are of GFCI type. Please notify us if you plan to use a generator. Any vendors who violate the electrical policy will be excluded from future City of Newberry events.

Early application deadline is July 14, 2017.

We will accept applications until booth spaces are filled.

Vendors will be notified of application status within one month of submission.

NO APPLICATION WILL BE ACCEPTED WITHOUT THE COMPLETED FORM, EXAMPLES, & FEE.

Approved vendors will be mailed a welcome packet including map with their booth location, parking pass, and vendor guidelines one month prior to event.

Set-Up: 8:00am-9:30am **Break Down: 6:00pm-7:00pm

****Vendors are asked to remain open until the official break down period, or be subject to application rejection for future City of Newberry Events.**

If an act of God forces the rescheduling of Oktoberfest, all approved vendors are expected to attend the reschedule Oktoberfest Event date of October 21st, 2017 from 10am to 6pm and that NO refunds or credits will be issued to vendors.

Food Vendor Booth Space Rental

\$125 due with application

●NO Refunds Given to approved vendors After Early Application Deadline of July 14, 2017●

●Checks will be returned if vendor approval is not granted●

Please keep this page for your records.

City of Newberry Events: General Food Vendor Information and Event Policies

**THE FOLLOWING RULES, REGULATIONS, TAX AND LICENSE INFORMATION
APPLIES TO ALL FOOD VENDING AT CITY OF NEWBERRY EVENTS**

RULES AND REGULATIONS

- No cooking with open flames under tents! Outdoor grilling must conform to local fire codes.
- All Food Vendors must have a fire extinguisher (minimum requirement: 10 pound A-B-C extinguisher).
- All Food Vendors are required to comply with SC DHEC Regulation 61-25, Retail Food Establishments. *
- All meats must possess USDA or state DA inspection certification.
- All Food Vendors are required to obtain and submit a copy of your certificate of liability insurance which must name the City of Newberry as an additional insured and as the certificate holder. In addition the copy must indicate that coverage is for the specific event and coverage must be in effect for the dates of the event.**
- **Violations of Rules and Regulations may result in exclusion from future City of Newberry events and vendor may be asked to leave the event- no refunds!**

TAXES & LICENSE: Vendors are responsible for collecting and reporting SC sales tax as required by law. Vendors are also required to hold a state Business License. Although you do not have to present a copy to the event organizer, Please be sure to have a copy of your license with you at the event should a SCDOR representative be present.

* You may access a copy of the SCDHEC guidelines for food service at special events at the following web link, or by visiting your local SCDHEC office for a hard copy of the information. Go to www.scdhec.gov/food and click on Regulation 61-25. Be sure to take a look at Chapter 9 (specifically 9-9) for event specific information. Also take a look through their fact sheets listed on www.scdhec.gov/food for great food safety information.

** Your insurance provider should be able to send this information in to us on your behalf. Please have them fax us at 803-321-2107 or email us at prrt@cityofnewberry.com, or send by mail to City of Newberry PRT, PO BOX 538, Newberry, SC 29108.

**Please keep this page for your records.
City of Newberry, Parks, Recreation, and Tourism: (803) 321-1015**

Newberry Oktoberfest: German Heritage Festival

Saturday, October 7th, 2017 –10:00AM-6:00PM

Food Court Vendor Booth Information

Food Vendor Booth Application

Vendor Booth Name: _____

Contact Name _____

Mailing Address _____ PO Box # _____

City _____ State _____ Zip _____

Telephone (H) _____ (W) _____ (Cell) _____

Fax _____ Primary e-mail _____ Website _____

Food Vendor Space

I plan to use a fryer at the event (check if yes) _____
I plan to use a generator at the event (check if yes) _____
I am a food truck (check if yes) _____

Payment Amount Enclosed: \$125

- I have read and understand to follow the SCDHEC Guidelines in Regulation 61-25
 Copy of Certificate of Liability Insurance attached.

Signature: _____

For Office Use Only

Date Received

Approved

Check #

Denied

Cash

Date Notified

DATE Received COI

The undersigned understands that if an act of God forces the rescheduling of Oktoberfest, all approved vendors are expected to attend the **reschedule Oktoberfest Event date of October 21st, 2017** from 10am to 6pm and that NO refunds or credits will be issued to vendors.

Signature _____ Date _____

Please mail application and check made payable to:

**City of Newberry-Oktoberfest
P.O. Box 538, Newberry, SC 29108**

General Release

The undersigned does hereby release, acquit and forever discharge the City of Newberry, its agents, its representatives, its employees or contracted staff, of and from all manner of actions, suits, damages, claims or demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown, in any way relating to the undersigned participation in the Newberry Oktoberfest event. I acknowledge that I have read all event policies and agree to adhere to them.

Signature _____ Date _____

Please print name clearly _____