

Montana 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.** The selection committee has the right to refuse specific items to be sold.
- Vendors are not granted exclusive rights to sell any particular item. The MFF 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 Food and Beverage Coordinator and the Festival Coordinator 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:

- Montana Folk Festival staff (2 representatives)
- MFF Food and Beverage Coordinator (1 representative)
- MFF Executive Committee (1 representative)
- Culinary Experts from the Community (1 representative)
- Local County Food Vending Certification Technician (1 representative)

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 MFF 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 & MT Mobile Vendor Certification (**30 points** possible)
- Product Uniqueness (**15 points** possible)
- Experience serving large crowds (**20 points** possible)
- History with the Montana 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 (**2 points** possible)
- Overall presentation (**5 points** possible)

3. The Food and Beverage Vendor Selection Committee will review each vendor's rankings and will recommend a list of food vendors.
4. The selection process assumes vendors will be selected for booths in food courts throughout the festival site.
5. Applicants are notified by mail as to acceptance or rejection.
6. Vendors wishing to be listed in the Festival Program and on the web site must fulfill all contract responsibilities by applicable deadlines.
7. Complete contracts and required fees must be returned by indicated deadlines.

Pricing

Application Fee

- A non-refundable application fee of \$50 must accompany each application.

Booth Fee

- The booth fee (for standard 10 feet of frontage) is: \$500 for commercial & non-profit vendors
- Additional frontage space is sold in increments of 1 foot at \$50 a foot.
- At the conclusion of the Festival, vendors will be required to reconcile their fee with the MFF. 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, 2017.

Electricity Charge

- Vendors must indicate on their applications a complete, specific list of electricity needs. *The MFF will not guarantee the availability of electrical service beyond that which is indicated on the application.*
- The MFF 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 MFF 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 MFF will not be obligated to meet extra power requests received after May 1, 2017.

Water Charge

- There is a fee of \$25 for a water hookup.
- You must provide up to 50 feet of hose certified for drinking water (potable) consumption.
- 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 May 1, 2017.
- No refunds will be issued for inclement weather.

Beverages and Ice

- The Montana Folk Festival will be the beverage vendor on site, selling beverages including carbonated sodas, water, and iced teas. NO EXCEPTIONS. Bringing in beverages for sale will result in immediate removal and refusal to ever be invited back.
- Vendors may purchase beverages from the Montana 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 on site. NO EXCEPTIONS.
- Ice and beverage bills will be presented on Sunday afternoon and must be paid in full before the vendor departs. Food Tickets cannot be applied to this bill.

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 MFF with a certificate of insurance showing tenant's liability insurance minimum coverage of:

Bodily Injury	\$1,000,000 per occurrence <i>and</i>
Property Damage	\$1,000,000 per occurrence.

The Montana Folk Festival must be named as an additional insured.
- The Montana 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 Montana 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.
- The Festival arranges for a special business permit for festival vendors so a Butte-Silver Bow County Business license is not required.
- Vendors must comply with all federal, state, and local health regulations at least one month before the event. For more information, contact the Butte-Silver Bow Health Department at 406-497-5020.
- Vendors must comply with MFF guidelines for the disposal of gray water, grease, and hot coals.
- Once operational, the site will be inspected by the fire marshal and health department official
- 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. **NO EXCEPTIONS.**
- Vendors will receive **one** site access pass. Vendors may not park their vehicles in the festival area and may drive in the festival area only during the following hours:
 - On Friday, vehicles may be moved on the site from 11 am until 4 pm. They may not be moved on the site from 4 pm until 11 pm.
 - On Saturday, vehicles may not be moved on the site from 11 am until 11 pm.
 - On Sunday, vehicles may not be moved on site from 11 am until 7 pm.

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 the Festival **before** any holes are dug. Vendors must fill any holes dug.
- Power **WILL NOT** be guaranteed before Friday at **NOON**, unless prior arrangements were made with the food area coordinator.

Booth Operation Guidelines

- Vendors must restrict their activities to their booth space.
- Vendors must maintain a separate service line for ADA, Artists and Staff. The Festival will provide signage.
- Vendors should bring an adequate amount of food or merchandise to last through the Festival. The projections for the 2017 event are as many as 170,000 attendees.
- 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 Montana 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 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 8 pm 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 Montana Folk Festival reserves the right to amend these guidelines as needed.