



**DOWNTOWN PARTNERSHIP
STREET FEST
July 28 & 29, 2017
FOOD VENDOR AGREEMENT**

EVENT DESCRIPTION:

Street Fest has been in continuous operation in downtown Davenport for over 40 years and annually draws 30,000 festival goers. This festival is held the same weekend as the Bix 7, a foot race that regularly draws 20,000 participants each year on its own. Street Fest is held in the heart of the downtown and spans more than three city blocks and incorporates food, shopping, music, kid and family activities as well a Firefighter Water Fights and a BMX stunt show. The festival is often referred to as the "Quad Citie's Homecoming" as many people plan family and class reunions at this time. Please also take note that the festival is produced by the Downtown Davenport Partnership (DDP), a division of Quad Cities Chamber. Events such as these are not only great fun for our community, but also help fund our downtown revitalization (which is booming and shows no signs of slowing!)

VENDOR APPLICATION & SELECTION:

As we continually try to move the festival forward and are looking for new things to offer our patrons, Vendors will need to have an elevated presence and setup as well as a superior product. We want to make sure that those attending the festival have the best possible experience.

Once we receive your application, we will review and let you know within a few weeks if you have been accepted. Once a vendor has been accepted, you will be required to send payment within two weeks of being notified.

- All applications must be postmarked no later than June 30, 2017
- All applications must include photographs displaying a minimum of two sides and a simple diagram of vendor setup with dimensions and serving sides
- All applications must be filled out completely to be accepted

FEES:

To better accommodate changes in the festival world, we will be going to a smaller entry fee with a percentage of gross sales to be collected each day of the festival.

- \$600 entry fee plus 15% of gross sales to be collected at Midnight at the end of each festival day on Friday and Saturday.
- \$100 refundable security/clean-up deposit

WHAT DO MY FEES INCLUDE?

- **Vendor space** that will extend no more than 15' feet from the curb into the street. We will accommodate most any length of setup. If your setup is more than 30' lineal feet, please note on application and we can discuss.
- **Electrical hookup-** We will have an electrician on-site to wire you into shore power. Your application needs to include your power requirements including voltage (110 vs 220) and amperage needs as well as what kind of plug you are using to hook in. It is your responsibility to communicate these needs to us so that we have the proper electricity drop near you. No vendors are allowed to run personal generators during the event. **Please provide 100' of heavy duty extension cord to ensure enough length to get you hooked up.**
- **Water hook-up-** please bring 200' of white, food grade water hose to hook into water service
- **Minimum 30 gallon trash container-** We will have trash cans and recycling containers on-site, but you should have your own in your space as well.

- **Trash and grease service-** we will have a company onsite to collect trash and recycling as well as used cooking grease and oil. **Please note that if grease/oil is dumped and is found in the storm sewers, you can be fined \$1,000 or more for cleanup.**
- **Security-** Security will be provided on-site, 24 hours a day from Thursday until approximately 1am Sunday morning. While security is provided, the festival is not responsible for damages or theft.
- **Marketing-** The festival markets the festival in a variety of ways including, television, radio, print as well as a social marketing campaign. We would love to connect with you on social media to co-promote your presence at Street Fest. Get in touch with us on [Facebook](#), [Twitter](#) and [Instagram](#)!

OTHER RULES & REGS:

We want everyone to have a great time and make money. By following the rules and regulations below, we can ensure a fun and stress-free weekend!

- All food vendors must provide DDP a copy of a current permit from the Scott County Health Department. The Temporary Food Application is available online at www.scottcountyiowa.com/health/food.php or by contacting the Scott County Health Department at 600 W. 4th St., Davenport, IA 52801. Telephone # 563.326.8618. All vendors must follow all SCHD regulations for preparing and serving food.
- A certificate of insurance must be included with the Food Vendor application. The minimum coverage of \$1,000,000.00 liability insurance, naming the Downtown Davenport Partnership – Quad Cities Chamber of Commerce and the City of Davenport as additional insured. The Downtown Davenport Partnership – Quad Cities Chamber of Commerce, the City of Davenport, and any sponsors shall be held harmless for injury to person(s) or property incurred by the vendor as a result of their participation in the Street Fest.
- All vendors must provide a Tax Identification # or Social Security # as requested on the application. Contact the Iowa Department of Revenue at 563.386.6484.
- All menu items and their prices must be posted throughout the event. Only items listed and approved on the application may be sold. If you add an item after applying but before the event, please let us know so we can, hopefully, approve it.
- We know that accidents happen, but you must do everything in your power to keep grease off of the streets and sidewalks. If any cooking is being done outside you must have catch basins or coverings to absorb drippings, grease and oils. Each vendor space will be assessed at the end of the weekend and as long as you leave it like you found it you will get your deposit back. We strive to make sure that the suits and ties that come to work on Monday morning have no idea we were ever there.
- No alcoholic beverages may be sold by any vendors. Street Fest holds the liquor license for the event and sells pop, water, beer and wine from three different locations at the event.
- Vendors may sell pop and water from their locations. Due to sponsorship restraints, only Pepsi products, including bottled water (Aquafina), can be sold. We sell 20oz sodas and water for \$2. We require vendors to sell pop and bottled water in a minimum of a 20oz size for a minimum of \$2. You may sell bigger sizes and/or charge more if you would like, but 20oz and \$2 is the minimum for each.
- Vendors are required to be open during all festival hours. We don't want you to miss out on any sales!

SETUP:

- We start setting up vendors at 5pm on Thursday, July 27. Out of respect for our downtown businesses, we can't have anyone setting up prior to 5pm.

- We will stage all vendors at Centennial Park, which is located just West of the Centennial bridge and Modern Woodmen Park. From there will release vendors, in order, to move to their assigned space at the festival. This is to ensure that everyone can get their vehicles, trailers, etc. in their spaces as easily and quickly as possible. Everyone needs to do their best to be on time so we don't hold up the process. Vendors who are late could lose their spot to another vendor and will be placed where there is space.
- Because of a major foot race in Downtown Davenport, held on Saturday, July 29, at 8:00 a.m., it is recommended that vendors be at their booths by 6:00 a.m. on Saturday. All exhibitors **must** be set-up by 9:00 a.m.
- Power (if requested) and water will be available Thursday during set up.
- No vehicles will be allowed back in the festival area until after closing at Midnight and pedestrians have cleared. The Davenport Police have mandated that no vendors will be allowed to drive in the area before Midnight. Davenport Police will let us know when it is safe for vendor vehicles to enter the festival area. This is done for crowd control and safety.

TRAILER PARKING:

- A designated area will be available for free vendor parking which is located West of Centennial Bridge in a gravel lot. However vendors may purchase a "Vendor Parking" permit which allows off-street parking that is closer to the event.
- "Vendor Parking" permits will be available for vendors to purchase for their storage trailer(s) and storage vehicle(s) in/or near the Harrison Street Parking Garage on the ground level. **Space is limited** and permits will be distributed on a "first come/first served" basis.
- "Vendor Parking" permits are \$75 each and are valid for one trailer or vehicle for 3 days (Thursday–Saturday).
- Parking is only permitted for storage trailers or vehicles. There will not be any "in/out" service available during the event. Vendors will have access to their trailers during the event and will only be able to remove their trailers as they are released from the Festival. **You will not be able to move trailers and vehicles after they have been parked in this area.** Do not park your primary form of transportation here.
- Maximum trailer height is 11'.
- No electric hook-ups are available in this area.

SECURITY:

- Food Vendors may leave booth overnight Friday at their own risk.
- General grounds security will be provided but any damage or loss will be the responsibility of the exhibitor and not the Festival.
- The Street Fest Committee will visit all booths and have the authority to request the removal of any exhibit or undesirable item.

ICE:

- Vendors may purchase ice from the Downtown Partnership beverage tent located on Main Street. Cash or credit will be accepted.

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FOOD VENDOR CONTRACT

Please type or print the following:

CONTACT NAME: _____

CONCESSION OR GROUP NAME: _____

NAME THAT DEPOSIT REFUND SHOULD BE PAYABLE TO: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ CELL #: _____ EMAIL ADDRESS: _____

TAX I.D. OR S.S.N.: _____ IOWA SALES TAX I.D.: _____

Space assignments will not be made unless the vendor provides a Tax Identification or Social Security number.

MENU ITEM

PRICE

<u>MENU ITEM</u>	<u>PRICE</u>

Only those items listed above will be allowed to be sold – based on Committee approval. **All Prices must be posted throughout the Festival.** The Street Fest Committee reserves the right to limit the same types of food that can participate in the event

POWER REQUIREMENTS: Volts _____ Amps _____ / Single Phase or 3-Phase (**Please circle one**)

TOTAL SQUARE FOOTAGE: _____ feet wide x _____ feet deep

Vendor space **cannot exceed 15 feet deep** (meaning from the curb out). Please include trailer tongues, canopies, decking, generators, tables & chairs, etc. when figuring space requirements.

ARE YOU:

_____ A tent set up _____ A food truck _____ A tow-behind trailer

IF YOU ARE A FOOD TRUCK OR TRAILER, DO YOU SERVE OUT OF:

_____ Drivers side _____ Passengers side

FEES: Your fee includes a \$600 non-refundable booth charge and a refundable \$100 security deposit.

BOOTH FEE: \$ 600.00
NUMBER OF BOOTHS x _____
DEPOSIT: \$ 100.00 (Per Booth Space)
SUBTOTAL \$ _____

TRAILER PARKING PERMIT \$ _____ (\$75 EACH)

Trailer Size:
Length _____ x _____ Width
Height _____

TOTAL \$ _____

Please carefully and thoroughly read the following statement before signing!

I understand, accept, and will abide by the rules and policies set forth in the Downtown Partnership Street Fest Food Vendor Agreement. I agree to release the Downtown Partnership – Quad Cities Chamber of Commerce, the City of Davenport, and any private property owners from responsibility and/or claim for loss, damage, or injury to my person or those representing my concession, during the period of concession at the Downtown Partnership Street Fest, July 28 & 29, 2017. I agree that Downtown Partnership – Quad Cities Chamber of Commerce, the City of Davenport, and all others responsible for the Street Fest are not responsible for damage caused by acts of God or human nature.

Food Vendor's Signature _____ Date _____

In order to properly process your application, please enclose the following:

- Completed copy of this contract per vendor booth
- Photograph of your booth displaying a minimum of two sides
- Diagram of booth showing total sq. footage and serving side(s)
- Send Temporary Food License to: Scott County Health Department
600 W. 4th Street
Davenport, IA 52801

SEND COMPLETED VENDOR APPLICATION TO:

Downtown Partnership
Attn: Street Fest
331 W. 3rd St.
Davenport, IA 52801
Or Email ddpvendors@quadcitieschamber.com

PAY WITH PAYPAL