



# 52nd Annual Art in the Park

## FOOD VENDOR INFORMATION & APPLICATION

**Location:** Boulder City, Nevada

**Dates:** October 4 & 5, 2014 (Saturday & Sunday)

**Times:** 9am to 5pm (both days)

**Contact:** Wendy Adams  
Community Events Manager  
(702) 293-0214 direct  
(702) 293-4111 main  
(702) 293-0587 fax  
Wendy@bouldercityhospital.org

**Benefiting\*:** Boulder City Hospital Foundation  
901 Adams Blvd.  
Boulder City, NV 89005  
www.bouldercityhospital.org  
www.artinthepark.org

**\*PLEASE RETURN APPLICATIONS TO THIS ADDRESS**

# 2014 Food Vendor Information

## WHAT IS ART IN THE PARK?

Art in the Park is one of the largest outdoor juried art festivals in the Southwest and is the largest fundraiser for the non-profit Boulder City Hospital Foundation. The event is held over two days in beautiful Boulder City, Nevada, not far from Lake Mead, Hoover Dam and the bright lights of Las Vegas. The festival area includes Wilbur Square, Bicentennial Park and North and South Escalante Parks, as well as Arizona and Colorado Streets. Attendance is free, and although Boulder City's population is just over 17,000, the event draws over 100,000 visitors and features over 300 artists.

## ABOUT THE BOULDER CITY HOSPITAL FOUNDATION

The Boulder City Hospital Foundation is a 501(c)(3) organization whose purpose is to raise funds for capital equipment and improvements to the non-profit Boulder City Hospital.

## ELIGIBILITY

The event is open to all professional food vendors. Most food categories are not duplicated at the event. For example, we would typically only have one hot dog vendor. Year to year most food vendors return, so it is important to look at who participated, and what was served last year. Build your unique menu based off of open food categories.

## SPACE

Frontage is a maximum of 20 feet or less, including all attachments, with 10 feet maximum depth. (Also includes trailers, booths, and frame tents without stakes.) TOTAL SPACE = 10'x20'

## SUBLEASING

Vendors are prohibited from subleasing, assigning or appropriating the whole or any part of their space. No additions to the space can be added on-site. Vendors must apply for the exact amount of space needed.

## NEVADA STATE SALES TAX

All vendors will receive a "One Time Sales Tax Return" form at check-in. Vendors are responsible for the Sales Tax collected during the event. Payment of that Sales Tax is due by cash or check at the close of the show on Sunday, October 5 from 4pm to 7pm at the Tax Booth. Vendors with a valid Nevada State Sales Tax number may turn-in the form at check-in or on Sunday night. Any vendor who fails to turn in the "One-Time Sales Tax Return" form will not be invited to future shows.

## BOULDER CITY BUSINESS LICENSE

In past years, all vendors were required to obtain a Boulder City Business License. For the 2014 event, vendors are NOT required to obtain a Boulder City Business License. Food vendors now fall under the Boulder City Hospital Foundation's special event permit.

## INSURANCE

A Certificate of Liability Insurance (\$1,000,000 MINIMUM) must be mailed or faxed from vendor's insurance company to Boulder City Hospital Foundation no later than September 1, 2014 (address & fax on page 1). This certificate must be prominently displayed at vendor's booth during the entire event. The Boulder City Hospital Foundation should be named additional insured for October 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>, 2014. Please provide this information to your carrier.

## SET-UP

All vendors must arrive for set-up at 1pm and must be fully set up by 9pm on Friday, October 3<sup>rd</sup>, 2014 (we will notify you if this time changes). All vendors will use felt roofing paper on the entire ground area of food vending operation. Vendors are responsible for the immediate area surrounding their booth. At the end of each day, vendors are responsible for clean-up of their space. Vendor areas must be kept neat and clean at all times. Trash must be placed in designated areas. All garbage must be dumped in trash dumpsters. GREASE MAY NOT BE DUMPED ON THE GROUND OR IN TOILETS; IT MUST BE REMOVED FROM AREA BY VENDORS. ANY GREASE ON SIDEWALKS/GROUND MUST BE CLEANED. GREY WATER MUST BE PROPERLY DISPOSED OF. UNDER NO CIRCUMSTANCE WILL A VENDOR BE ALLOWED TO USE THE SIDEWALK OR GRASS BEHIND YOUR BOOTH AS STORAGE OR PREP AREA! THIS IS TO BE KEPT CLEAR FOR PEDESTRIAN'S TO CLEARLY WALK ALONG THE SIDEWALK. A FINE OF \$100 PER OCCURANCE WILL BE IMPLEMENTED IF OUR STAFF FINDS YOU ARE USING THE CURB IN ANY WAY.

# 2014 Food Vendor Information (continued)

## **LABOR**

Art in the Park personnel and volunteers are not responsible for providing any kind of labor for the set-up, clean-up or servicing of any vendor space.

## **ELECTRICAL**

Each vendor selected will be supplied with the electrical requirements requested on the Application for Electrical Service. Each vendor must supply a 100-foot extension cord and adapters for each of their booths.

## **MENU & PRICES**

All vendors must fill out the "Food Vendor Menu and Price List" form. The Food Committee must approve all menu items and prices. The approved "Food Vendor Menu and Price List" form shall be returned to each vendor with any changes upon acceptance to the event. **FOOD VENDORS MUST USE CASH REGISTERS FOR ALL TRANSACTIONS.**

## **PRICE SIGNS**

Vendors will post the price of every item in plain view for the public to see. Vendors must also clearly post that "all prices include sales tax". Vendors must obey all cost guidelines, as established by the Boulder City Hospital Foundation. Hand-made/home-made signs are prohibited. All signs and banners must be professional in appearance.

## **BEVERAGE POLICY**

New to 2014: Food Vendors will not be allowed to sell soda or water, soda and water sales will be the exclusivity of Boulder City Hospital with multiple locations throughout the event. You will be fined \$200 per day if our staff see's you selling soda or water from your booth. Food Vendors may sell fruit smoothies, coffee, hot chocolate, fresh-brewed iced tea and lemonade. No other beverages may be sold.

## **PRE PAID ICE POLICY**

Boulder City Hospital Foundation will be supplying ice to all food vendors throughout the event on an as needed basis. You will not be charged a per bag fee as in the past, we are simply charging a PRE PAID FEE for ice which covers you through the entire event. We have calculated what we feel is a fair price based on statistical information and ice usage. Ice can be purchased for \$250.00 that covers you for the entire event no matter how much ice you use. We will have volunteers coming by on a regular basis to take your order and deliver your ice, should you need any ice in between deliveries please visit the ice truck and one of our volunteers will assist you. This will eliminate any collection of money at the end of each business day.

## **VOLUNTEER FOOD COUPONS**

The Boulder City Hospital Foundation may offer food coupons to volunteers. If so, vendors must accept official volunteer food coupons. You may submit all volunteer food coupons to the Boulder City Hospital Foundation Information Booth after the show for full reimbursement, or you may offer to feed these volunteers as a courtesy. Failure to accept these coupons in exchange for food will result in forfeiture of participation in future events.

## **RULES OF CONDUCT**

All vendors and their staff/volunteers are expected to conduct themselves in a professional manner according to the rules of this agreement. Any unruly conduct, refusal to follow rules, or use of foul language to or in front of Art in the Park patrons, personnel or volunteers will be considered grounds for immediate expulsion from Art in the Park with no refund.

Smoking and drinking alcoholic beverages in or directly around your booth before or during event hours by staff or volunteers is prohibited and will be strictly enforced. Your staff must look and act professional and clean at all times. All vendors must comply with all applicable Federal, State and Local statutes and ordinances, and must assume full responsibility for the payment of all sales, use and processor interest taxes, assessments, and/or fees occasioned by vendor's use of premises.

Sound devices, including but not limited to loud speakers, organs, pianos, radios, are subject to approval of Boulder City Hospital Foundation. If allowed, the devices must be controlled so as not to interfere with others. The approval to use such devices may be revoked at the discretion of the Boulder City Hospital Foundation.

## 2014 Food Vendor Information (continued)

### SOUTHERN NEVADA HEALTH DISTRICT PERMIT

All laws, ordinances and regulations pertaining to public health in the State of Nevada, County of Clark, will be in effect. Southern Nevada Health District Permit application and regulations are available by calling 702-759-0501, or online at [http://www.southernnevadahealthdistrict.org/environmental\\_health\\_info.htm](http://www.southernnevadahealthdistrict.org/environmental_health_info.htm). You must provide us with a copy of your permit no later than September 1, 2014. A copy of your permit must be shown upon arrival for set-up and displayed throughout the festival. Southern Nevada District Permit Application can be submitted to:

**Henderson Public Health Center  
Attention: Gracie Martucci  
330 S. Valley View Blvd.  
Las Vegas, NV 89107**

### \*\*REFERENCES\*\*

Each vendor is required to submit 3 professional references from prior events. Contact name, event name, phone number and/or e-mail address for each is required.

### PHOTOS

Each vendor is required to submit a minimum of 3 recent color photos of their booth setup. Photos will be returned to you either at check-in on October 3<sup>rd</sup> 2014 - if you are accepted to the show or in the mail within approximately two weeks if you are not accepted.

### EVENT FEES (CHECK, CASHIER'S CHECK, MONEY ORDER OR CREDIT CARD ONLY)

- Application Fee = \$50 to \$150 depending on application date (non-refundable, per applicant)
- Booth Space = \$1,650 per 10'X20' space (refundable, if not selected)
- Cleaning Security Deposit = \$250 (refundable, if space cleanliness passes AITP staff inspection)

### APPLICATION FEE SCHEDULE

- Postmarked or delivered on or before April 30, 2014                      \$1650 + **\$50** + \$250 = \$1950
- Postmarked or delivered May 1 – May 31, 2014                              \$1650 + **\$100** + \$250 = \$2000
- Postmarked or delivered June 1 – June 30, 2014                              \$1650 + **\$150** + \$250 = \$2050
- NO LATE APPLICATIONS WILL BE ACCEPTED AFTER JUNE 30, 2014

### NOTIFICATIONS

All applicants will be notified by approximately July 18, 2014 via e-mail, phone or US Mail.

### CANCELLATION/WITHDRAWAL FROM THE EVENT

Vendors who need to cancel or withdraw from the event for any reason must do so in writing via e-mail or US Mail by July 31, 2014. Booth fees will be refunded within approximately 2 weeks from notification. No refunds will be given after July 31, 2014. To be fair to all participants, there are no exceptions.

# 2014 Art in the Park Application Instructions

## WHAT WE NEED FROM YOU

### PLEASE SUBMIT THE FOLLOWING (PLEASE PRINT LEGIBLY):

- Completed Application (including references)
- Completed Menu & Price List
- Completed Application for Electrical Services
- Signed Agreement & Indemnity Form
- 3 Current Photographs of your Trailer/Tent/Cart Setup
- One check, cashier's check or money order which includes your \$50 to \$150 application fee AND \$1650 per space fee AND a \$250 cleaning security deposit(which is refundable 10 days after the event if your space is clean and no trash or felt paper was left behind. There will be a check out form that will need to be signed prior to leaving in order to collect your deposit). Please make all checks or money orders payable to Boulder City Hospital Foundation. Please make sure the following information is on your check: Name, business name, address and "2014 AITP VENDOR". **CHECKS WILL BE CASHED OR CREDIT CARDS WILL BE RUN UPON RECEIPT OF YOUR APPLICATION.** We cannot "hold" checks or delay charges, and we do not have payment plans available.  
**OR**
- Completed Credit Card Payment Form

### PLEASE SUBMIT THE FOLLOWING UPON ACCEPTANCE TO ART IN THE PARK:

- Certificate of Liability Insurance (\$1,000,000 MINIMUM) mailed or faxed from vendor's insurance company to Boulder City Hospital Foundation (Fax #702-293-0587) no later than September 1, 2014.
- Copy of Southern Nevada Health District Permit no later than September 1, 2014.

### PLEASE RETURN REQUESTED ITEMS TO:

Boulder City Hospital Foundation  
Attn: Wendy Adams  
901 Adams Blvd.  
Boulder City, NV 89005

# 2014 Art in the Park Food Vendor Application

EXHIBITOR/BUSINESS OWNER NAME(S) \_\_\_\_\_

SECONDARY CONTACT NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

SECONDARY PHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ WEBSITE \_\_\_\_\_

NEVADA SALES TAX PERMIT NUMBER \_\_\_\_\_ OR

Will use provided one-time sales tax return form at event

NUMBER OF YEARS IN SHOW  0 (New)  1  2  3  4  5+ OR  Previous Exhibitor (not last year) \_\_\_\_\_ Year

HOW DID YOU HEAR ABOUT AITP  Previous Exhibitor  Vendor Referral  Website  Attendance  
 Other \_\_\_\_\_

LIST 3 PROFESSIONAL REFERENCES FOR OTHER EVENTS YOU HAVE PARTICIPATED IN  
(INCLUDE CONTACT NAME, EVENT NAME, PHONE NUMBER AND/OR E-MAIL ADDRESS)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

NUMBER OF SPACES YOU WOULD LIKE TO PURCHASE  1  2  3  4  5

SPACE REQUIREMENTS \_\_\_\_\_

(PLEASE GIVE EXACT TYPE, LENGTH, DEPTH & HEIGHT OF CARTS, TRAILERS, ETC.)

# 2014 Art in the Park Food Vendor Menu & Price List

Once approved, no other products can be added to this list, nor can prices be changed without express consent of the Food Committee. Strict adherence to this policy is required. Violation of the policy will result in your disqualification from participation in the 2014 and future Art in the Park events. In such cases, no refunds will be given.

## FOOD PRODUCTS TO BE SOLD

## PRICE

- |           |          |
|-----------|----------|
| 1. _____  | \$ _____ |
| 2. _____  | \$ _____ |
| 3. _____  | \$ _____ |
| 4. _____  | \$ _____ |
| 5. _____  | \$ _____ |
| 6. _____  | \$ _____ |
| 7. _____  | \$ _____ |
| 8. _____  | \$ _____ |
| 9. _____  | \$ _____ |
| 10. _____ | \$ _____ |

## BEVERAGES TO BE SOLD

## PRICE

- |          |          |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |

# 2014 Art in the Park Food Vendor Application for Electrical Services

IMPORTANT! Please note that **no gasoline-powered generators or compressors will be allowed at Art in the Park**. Each vendor must provide their own extension cords. Extension cords should be a minimum of 100 feet. All extension cords should be appropriate for the equipment being used.

VENDOR/OWNER NAME(S) \_\_\_\_\_

SECONDARY CONTACT NAME(S) \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_

SECONDARY PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

**110 VOLT A/C POWER REQUIREMENTS**

<u>Type of equipment</u> (LIST EACH SEPARATELY)	<u>Amps</u>	<u>Wattage</u>	<u>Type of Plug</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**220 VOLT A/C POWER REQUIREMENTS**

<u>Type of equipment</u> (LIST EACH SEPARATELY)	<u>Amps</u>	<u>Wattage</u>	<u>Type of Plug</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



## 2014 Art in the Park Food Vendor Agreement/Indemnity Form

**The stated food vendor and their staff/volunteers agree to the following:**

1. Pay the application fee AND booth fee(s) with your application. Checks will be cashed and credit cards will be run upon receipt. Booth fees will be refunded if not accepted. Application fees are non-refundable.
2. There will be a \$50.00 fee for all returned checks and you must immediately provide a replacement money order or cashier's check. Failure to do so will result in cancellation.
3. No refunds will be given for inclement weather or for non-compliance of event rules.
4. The Food Committee will screen entries April 30 through June 30. Acceptance or rejection letters will be sent on or about July 18, 2014.
5. The selection committee is the final authority determining placement at the event.
6. Vendors who need to cancel or withdraw must do so in writing via e-mail or US Mail by July 31, 2014 in order to receive a refund for space fees. No refunds will be given after July 31, 2014.
7. This agreement is not assignable. Subleasing is not allowed.
8. No representatives are to be sent in place of the applicant. Identification will be checked during registration. Partners must be listed on the original application.
9. Protect, indemnify and save harmless the Boulder City Hospital, Boulder City Hospital Foundation, City of Boulder City, and all participating vendors from any liabilities for personal injuries, death, and/or property damage incurred by any person in connection with the applicant's participation.
10. To abide by all City of Boulder City ordinances and Art in the Park rules and regulations. The Boulder City Hospital Foundation and its committee reserve the right to remove any vendor for any violation of the rules and regulations of this event, with no refund.
11. **To arrive Friday, October 3<sup>rd</sup>, 2014 at 1pm and be completely set-up by 9 am.** Boulder City Hospital Foundation will do its best to provide access for loading and unloading supplies during the day at a location close to the food vendor areas.
12. To use felt roofing paper on the entire ground area of food vending operation. Failure to do so may cause damage and fees will be assessed by the City of Boulder City and the event.
13. Decorate your assigned space in an attractive manner, using only materials that will not interfere with patrons or participants.
14. No hand-made / hand-written signs. All signs/banners must be professional in appearance.
15. **FOOD VENDORS MUST USE CASH REGISTERS FOR ALL TRANSACTIONS.**
16. Your staff will look clean and professional at all times and will abide by hand-washing rules.
17. Smoking and drinking alcoholic beverages prior to or during event hours in our directly around your space by staff or volunteers is prohibited and will be strictly enforced.
18. Any unruly conduct or use of foul language to or in front of Art in the Park patrons, personnel or volunteers will be considered grounds for immediate expulsion from Art in the Park with no refund.
19. Playing radios, tape decks or mechanically reproduced sound is prohibited.
20. Be ready by 9am each morning, and close by 5pm each night. There is no early tear-down. Participants tearing down or leaving early will not be invited back to the event.
21. Any grease that is used by vendors cannot be disposed at Art in the Park. GREASE MAY NOT BE DUMPED ON THE GROUND OR IN TOILETS; GREASE MUST BE REMOVED FROM AREA BY EACH VENDOR. NON-COMPLIANCE WILL RESULT IN CITY AND EVENT FINES AND WILL RESULT IN IMMEDIATE DISMISSAL WITH NO REFUND. GREY WATER MUST BE PROPERLY DISPOSED.
22. All purchases of food, equipment and supplies are the responsibility of the vendor. Ice will be available on a pre-paid basis as stated above.
23. Vendors may only sell approved beverage, vendors may not sell soda or water.
24. Vendors are prohibited from distributing literature of, or promoting any religious, fraternal, political or commercial organization. Professionally made literature on the vendor's company and services is permitted.
25. Vendors are responsible for security of their booths. The BCHF and any and all volunteers to Art in the Park 2014 assume no responsibility for any loss or damage to any inventory, display materials, or personal property for any cause whatsoever. Night security is provided.
26. Provide by September 1, 2014, a Certificate of Liability Insurance indicating the food vendor is insured with a minimum \$1,000,000 public liability and comprehensive general liability policy, including product liability. The Boulder City Hospital Foundation should be named additional insured for October 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> 2014.
27. Augers and stakes are not allowed for any reason. Please use sandbags or water barrels.
28. Obtain and display a SNHD Permit and provide a copy by September 1, 2014.
29. Complete and turn in the "One Time Sales Tax Return" form and check or cash payment on Sunday, October 5 from 4-7pm.
30. Animals/pets are prohibited from the parks during this event. There will be no "Arf in the Park".
31. To be courteous to all patrons and volunteers, and offer to exchange or refund purchases if the patron is unhappy.
32. Event participants agree to the use of videos and photographs taken at the event for promotional purposes. Any photos taken at the event are property of the event.
33. Volunteer vouchers must be accepted. Vouchers will be collected by event staff at end of event. You will be reimbursed for the vouchers by BCHF ten days after event.
34. Vendor off-site parking will be available, free of charge and reserved specifically for vendors with large rigs, van and vehicles. We ask that you do not park your vehicles and trailers in front of the residents of Boulder City's homes.
35. Load out and cleaning check list: in order to receive your cleaning deposit back, you must be inspected by event management and will be required to sign checklist. Load out time begins at 6:00 pm. Your rigs/vehicles will not be allowed on Colorado Street until that time.

**CHECK HERE**

I have read and agree to the above. I confirm that this agreement is accurate and completely sets forth the understanding between myself and the Boulder City Hospital Foundation / Art in the Park.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_



# FOOD VENDOR CREDIT CARD PAYMENT FORM - 2014

- (1) One Space = 10'X20'  
\$1650 + \$50 to \$150 application fee (see fee schedule)
- (2) Two Spaces = 10'X40'  
\$3300 + \$50 to \$150 application fee (see fee schedule)
- (3) Three Spaces = 10'X60'  
\$4950 + \$50 to \$150 application fee (see fee schedule)
- \$250 cleaning deposit per space (refundable 10 days after event)

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone Number \_\_\_\_\_

## PLEASE CHARGE MY:

- Visa       MasterCard       Discover       Amex

Amount Authorized\* \$ \_\_\_\_\_ Today's Date \_\_\_\_\_

\*Please note that your non-refundable application fee may be run in a separate transaction from your refundable booth fee(s).

Card# \_\_\_\_\_

Expiration Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name on Card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_