



FESTIVAL OF
THE ARTS
ARTS COUNCIL™ OKLAHOMA CITY

Festival of the Arts 2019 Food Vendor Information

The Festival of the Arts in downtown OKC's Bicentennial Park and Civic Center Music Hall, draws hundreds of thousands of visitors each year. The 53rd annual festival is taking place April 23rd-28th, 2019 and the Festival Food Committee invites businesses, cultural groups and individuals to be a part of the flagship event by applying for a food booth or cart in the International Food Rows. The following is everything you need to know about vendor criteria, how to apply, and event logistics.

Eligibility

Non-profit organizations, private businesses and individuals are eligible to participate as a food vendor, however, all vendors are required to work cooperatively with a non-profit arts member agency in good standing of the Arts Council (see posted agency list).

The cooperative working relationship between food vendors and non-profit agencies is a unique element of the International Food Rows, created to offer greater community involvement in Festival and an additional source of support for our Arts Council member agencies.

Details:

- Cooperative agreements between the food vendor and non-profit member agency must be worked out independently before the application is submitted to the Food Committee. We recommend a written agreement by formulated and signed by both parties (an example copy of that written agreement will be available for review).
- Food vendors will pay an equitable percentage of income to the non-profit partner, which should be worked out beforehand and described in the written agreement.
- The Festival encourages volunteers from the non-profit agency to participate in the operations of the booth.
- If a vendor cannot make an arrangement with a non-profit arts agency prior to submitting the food application, the Food Committee is available to assist in this process.

Common Vendor/Non-Profit Contractual Agreements:

- Percentage of gross sales (after tax) is allocated to non-profit agency, ranging from 2-10 percent. Some member agencies supply volunteers at a reduced hourly wage.
- Percentage of the net profit (before tax) is allocated to the non-profit agency, ranging from 5-10 percent.
- A set fee or donation is given by the vendor to the non-profit agency, negotiated prior to the event.

Food Jury

Applications are reviewed by the volunteer Food Committee with the following criteria in mind:

- Unique character of the product
- Prior involvement in Festival
- Eco-friendly standards
- Quality/presentation of product
- Electrical requirements
- Price and value

A jury process takes place at the ACOKC office two weeks after applications close, where vendors submit food items to be tasted by the Food Committee. The committee will make their selection of food vendors with the goal of providing a wide variety of high quality, multi-cultural, and gourmet foods not generally available to the public.

Applicants will have 30 minutes to discuss their products during the jury, and sample food items should represent both the quantity and presentation of what would be sold at Festival. Please include the number of ounces per serving for each of your samples in the application.

We strongly suggest that vendors submit several items priced below \$8, as affordability for the general public is of great importance. Higher priced items should be of extraordinary value in terms of quality and quantity, such as an entree with sides or a “plate meal”.

The Food Committee retains the right to approve pricing of items, using quantity as the determining factor.

Cost & Fees

If you are selected to participate in the 2019 Festival of the Arts as a food vendor, the following fees will be due on **February 8th**, along with your contract.

\$250	Non-refundable entry fee for food booth (\$105 for carts).
\$30	Special event fee required by the State of Oklahoma. You are exempt if you have a current state mobile license. A copy of the license must be submitted with your application.
\$250	Licensing fee required by the City of Oklahoma City. You are exempt if you have a current city peddler’s license. A copy of the license must be submitted with your food application.
\$200	Damages deposit (refundable after all equipment is returned and food booth is sufficiently cleaned, barring no other violations).
\$150	Trash/grease removal fee. \$25 per day fee that includes trash removal behind booth, box and can compacting, one trash can with liners, and (2) grease disposal containers.
\$880	Total fees due with contract (\$560 for carts).

Sales Percentage to Festival

In addition to contract fees and percentage to the non-profit partner, all food vendors participating in the International Food Rows contribute 20% of their gross sales, less sales tax, to the Festival of the Arts.

Procedures

A representative of the food booth and the non-profit partner should check-in with the Food Committee for collection of commission at the close of each day's business.

Insurance

- Vendor agrees to indemnify and hold harmless the Arts Council of Oklahoma City and the City of Oklahoma City against all liability, loss, expense or fees caused in whole or part by negligent acts of the vendor and/or their employees.
 - Vendor shall procure and maintain Commercial General Liability insurance, with the minimum limits of \$1,000,000 combined single limit. **The Arts Council Oklahoma City and the City of Oklahoma City will be added as additional insured.**
 - Vendor shall carry Worker's Compensation in accordance with laws of the State of Oklahoma.
 - Certificates of insurance evidencing the coverage and limits listed above must be provided to the Arts Council of Oklahoma City. **Certificates must accompany vendor contract.**
 - **Failure to submit required certificates and proofs of coverage by the deadline will result in an automatic deduction of \$50 from the refundable damages deposit.**
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Promotion & Participation

Participation in Festival of the Arts offers selected vendors and agencies tremendous visibility and exposure. In addition, Festival committees work very hard to develop promotions and special events to advertise your participation in the event. Once you have been selected as a food vendor for the 2019 Festival of the Arts, you are required to participate in the following:

Public Officials' Luncheon

Food vendors will prepare food items in quantities of 15 servings for the Officials' Luncheon Committee. Committee members will pick up the food items from your food booth. No other participation is required.

Radio & TV Promotions

Prior to and during Festival you may be required to provide 2-4 small samples of your food to be tasted by media personalities at peak air times. Vendors should be prepared to assist with pickup and delivery of food items. Vendors may also be asked to make personal appearances for radio and/or TV promotions.

Food Awards

A panel of three independent judges will sample one item from each food vendor to determine a winner for Best Savory, Best Sweet, and Best in Show.

Security

Vendors are asked to provide 6-8 servings of food for the off-duty police officers who secure the grounds during Festival. Each vendor will only have to provide these servings one time.

Physical Facilities

Booth Vendors

Food booths consist of a 20x15' enclosed structure, which are equipped with:

- Sinks
- Hot and cold running water
- Lighting
- An air curtain
- Service counters at front of booth
- An electrical panel

Each vendor will be provided a minimum of (6) 110 outlets and (1) 220 outlet on a 50 amp maximum service. Vendors requiring additional amperage will be accepted on a limited basis and could be subject to additional fees.

Vendors must provide their own equipment necessary for food service. Each applicant must provide a detailed listing of all equipment they plan to use to fully operate the food booth. Changes or additions cannot be made once the application has been approved. All equipment used on the Festival grounds must be electric (no gas, propane, or equipment with an open flame). Off-site cooking may be available depending on space.

Cart Vendors

Cart vendors must use a self-contained cart with a design that has been approved by the Food Committee.

Applicants must provide a picture of their cart to be considered. Access to electricity will be available as necessary with no other structures or equipment being permitted in the cart serving location.

USE OF FOOD TRAILERS OR TENTS NOT PROVIDED BY THE FESTIVAL IS PROHIBITED.

Signage

Each booth will be provided signage listing vendor, non-profit partner, food items, and cost. Carts will receive signage listing vendor, non-profit partner, food items, and cost. A diagram of the signage will be included in the contract packet. Each vendor will be required to complete a form listing food items and prices as they should appear on the banner or sign. **Signage will be produced solely by the Arts Council, unless otherwise approved.**

Security

The City of Oklahoma City provides 24-hour police protection on the Festival grounds during the six days of Festival. Many vendors leave items in their food booths each night for convenience, but the Arts Council of Oklahoma City and the Festival of the Arts can assume no liability for damages or loss of property.

Loading & Unloading Supplies

Each vendor will receive (2) loading & unloading passes.

Festival Hours

All vendors and arts organizations must be open and ready for business **Tuesday through Saturday, 11am to 9pm and on Sunday, 11am to 6pm.** All equipment must be removed from the Festival grounds by the following Tuesday at 10pm.

Questions

If you have questions about your application, please contact **Gilbert Magdaleno, Festival of the Arts Director**, at (405) 270-4848 or gmagdaleno@artscouncilokc.com.

Deadline

The deadline to apply is **Monday, December 31st, 2018**. Applications must be received by Arts Council OKC by 5pm to be considered.

Attend the Vendor Application Review Meeting!

The Festival Food Committee will host an informational meeting for all interested food vendors and non-profit agencies.



Thursday, November 15th, 2018 at 3pm
Arts Council OKC Office, 400 W. California, OKC, OK 73102
RSVP: 405-270-4848

ALL applicants are strongly encouraged to attend this meeting where applications will receive a detailed review, changes to the food area will be discussed, and questions can be answered.