



# 27th Annual Harvest Festival Street Fair

## 2019 Food Vendor Information



Emmett's 27th Annual Harvest Festival Street Fair will be held Friday,

September 27 and Saturday, September 28, 2019 on Main Street in downtown Emmett, Idaho. There are many complimentary activities planned throughout the city.

To be considered as a participant in this exciting and ever-growing annual event, please read the following guidelines carefully and complete and return the enclosed application. **Applications and payment in full are due by Friday, August 30, 2019.** If accepted, you will receive a contract to sign, date and return to the Chamber office. Vendors will be accepted on a first-come first-served basis with returning vendors receiving priority consideration. Our goal is to keep vendor duplications to a minimum. In the event you are not accepted to participate, a full refund will be issued.

**Menu:** ALL applicants must provide a complete menu that will be kept on file at our office. Once a menu is approved, there can be no changes.

**Insurance:** If your company is chosen, you must provide Workman's Compensation Insurance for your employees as is required by law. Your certificate of liability insurance must identify the **Emmett Harvest Festival/Gem County Chamber as the certificate holder.**

**Fire Code:** The Emmett Fire Department (EFD) requires all enclosed commercial cooking operations to comply with the following codes: Enclosed commercial cooking operations (trailers, motor homes, etc.) shall have a Type 1 hood installed above all commercial cooking appliances and domestic cooking appliances that produce grease vapors (Section 609 2009 Edition International Fire Code (IFC)). Commercial cooking operations required by Section 609 2009 Edition IFC to have a Type I hood shall be protected by an automatic fire extinguishing system installed in accordance with Section 904.11 2009 Edition IFC. Extinguishing systems shall have a current posted certificate of inspection (every 6 months) (904.11.6.3 2009 Edition IFC). K-Class portable fire extinguishers shall be provided within 30 feet travel distance of all commercial cooking equipment involving vegetable or animal oils or animal fats (grease vapors) shall be in accordance with Sections 904.11.5.1 and 904.11.5.2 as applicable, and shall have a current certificate of annual inspection (904.11.5 2009 Edition IFC). Current test and inspection records shall be provided at time of inspection. All commercial cooking operations shall be inspected by Fire Code Official or designee. **Vendors shall be ready for inspection by 10:00am Friday, September 27, 2019. Questions EFD 208-398-8042.** The vendor agrees to comply with all local ordinances of the city of Emmett, the County of Gem, and the laws of the State of Idaho. **PLEASE NOTE: If you do not meet the fire code criteria, you will not be able to participate in this event.**

**Additional Charges:** Food vendors will be charged 15% of their Daily Net Sales. Net sales are described as Daily Gross Sales minus 6% Idaho State Sales Tax. This 15% fee is in addition to the Basic Space Rental Fee. **PLEASE NOTE:** The 15% fee will be collected at the end of the event Saturday, September 28, and **MUST** accompany a "Z" report from vendor's cash register. The GCCC will collect a \$25 pass-through City of Emmett Fire Inspection Fee with your food vendor fees.

### **BOOTH GUIDELINES:**

- All booth must have a canopy or appropriate shelter and must be free standing. The booth must be weighted at each corner in order to withstand wind that may arise during the event.
- Booth space is **20' w X 10' d.** everything pertaining to your booth (including corner tie downs) must fit within your allotted space. If you need additional space you may rent additional booths/space.
- Booth space/placement will be assigned and distributed at 8:00am check-in the 1<sup>st</sup> day of the event.
- Booth check-in and set-up begins at 8am on Friday, September 27, 2019. Please check in at the Chamber booth located at Main Street and Washington Avenue. **Set-up must be fully completed by 10am on Friday, September 27.**
- **Booth must remain open during Festival hours, which are:**
  - Friday, September 27, Noon to 7pm
  - Saturday, September 28, 10am to 5pm
  - **LATE ARRIVALS (after 10am Friday) WILL NOT BE ALLOWED TO PARTICIPATE**
- Booths may only be dismantled and removed after the close of the event at 5pm on Saturday, September 28.

### **Fees:**

- Food Vendors: \$145 (\$155 after 8/30/19) Number of Booths (20'w X10'd) \_\_\_\_\_
- City of Emmett Fire Inspection Fee \$25

**No Electricity Available...Whisper Quiet Generators must be used. Loud generators will not be accepted.**

**PLEASE RETAIN THIS WORKSHEET FOR YOUR RECORDS**