



# 2024 Food Vendor Information

## 31st Annual Harvest Festival Street Fair

September 27-28, 2024



To be considered for this exciting and ever-growing annual event, please read the following guidelines carefully and complete and return the enclosed application. We choose vendors based on your menu; we do not duplicate items that are sold in the local restaurants found downtown. If your application is accepted, you will receive a Food Vendor Handbook in the mail. The handbook will include: your contract, confirmation of approved menu items to be sold, and other pertinent information. Be sure to return the completed contract, proof of insurance and ST-124 confirmation, upon receipt of acceptance to confirm and finalize your space.

**Menu:** ALL applicants must provide a complete menu including prices 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 if applicable. Your certificate of liability insurance must identify the **Gem County Chamber of Commerce** as the certificate holder.

**ST-124:** All accepted vendors must fill out the ST-124 online. A page with the event # and instructions will be mailed in your packet.

**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 the time of inspection. All commercial cooking operations shall be inspected by a Fire Code Official or designee. **Vendors shall be ready for inspection by 10:00am Friday, September 27, 2024. 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.**

### **BOOTH/FOOD TRUCK/FOOD TRAILER GUIDELINES:**

- All booths 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.
- Food Vendor spaces are **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 please contact the Chamber for that fee amount.
- Food Vendor space/placement will be assigned and distributed at 7AM check-in the 1<sup>st</sup> day of the event.
- Food Vendor check-in and set-up begins at 7AM on Friday, September 27, 2024. 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, 2024, and be ready for inspection.**
- **Food Vendors must remain open and operational during Festival hours, which are:**
  - Friday, September 27, Noon to 7PM
  - Saturday, September 28, 10AM to 7PM
  - **LATE ARRIVALS (after 10AM Friday) WILL NOT BE ALLOWED TO PARTICIPATE**
- You may begin tear-down at 7pm on Saturday, September 28, 2024.

### **Fees:**

- Food Vendors: \$200 (\$250 after 8/6/24)      Number of Booths (20’w X10’d) \_\_\_\_\_
- City of Emmett Fire Inspection please have sticker

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

**PLEASE RETAIN THIS SHEET FOR YOUR RECORDS**