

# German Village Oktoberfest 2007

## Food Vendor Guidelines

Please read guidelines carefully.

**New Event Location: McFerson Commons in the Arena District!**

### **BOOTH FEES**

Listed below is the price structure for each booth size.

**Due to site limitations, no food trailers will be permitted on the event site.**

The 2007 booth fees for the three day period are:

- **10' x 10' Booth - \$ 900.00**
- **10' x 20' Booth - \$1,300.00**

***This fee includes:***

- Booth with pipe and plastic roof/walls plus installation
- One (1) 8' table – **10 x 10 booth**
- Two (2) 8 ft. tables – **10 x 20 booth**
- Electrical service will be furnished within 75 feet of all vendors
- Water access will be available to all vendors within 150 feet.
- One water barrel and one disposal per day
- If you require chairs, please contact the Operations Manager on site and chairs will be provided.

Additional booth requirements will result in charges incurred by the vendor.

### **DEPOSIT**

All vendors will be required to include a **\$500 non-refundable deposit** with return of the Food Vendor Contract by June 1, 2007 (**Total deposit: \$500**). The deposit will secure your booth at the German Village Oktoberfest. Final payment is due by August 1, 2007. **Vendors who do not make final payment by Friday, August 3, 2006 will be assessed a \$10 per day late fee.** No vendors will be permitted on the event grounds without full payment. **DO NOT SEND MONEY WITH YOUR APPLICATION. YOU WILL BE NOTIFIED BY JUNE 29 IF YOU ARE SELECTED AS A FOOD VENDOR.**

### **HOURS OF OPERATION**

Once the Vendor has obtained the temporary food permit from the Health Department, food sales are permitted during event hours from 12:00 p.m. (Noon) to 12:00 a.m. (Midnight) on Friday, September 28; 12:00 p.m. (Noon) to 12:00 a.m. (Midnight) on Saturday, September 29 and 12:00 p.m. (Noon) to 8:00 p.m. on Sunday, September 30. Failure to operate in accordance with the aforementioned hours shall result in forfeiture of all deposit fees.

### **SET-UP**

Food vendors must set up operations on the Oktoberfest site after 9:00 a.m. (Noon) on Thursday, September 27, 2007. All set-up must be **COMPLETED** by 8:00 p.m. on this date. The tents, tables and chairs will be in place upon your arrival to the site on Thursday. The tent size and number of tables and chairs will be that which you contracted with the German Village Oktoberfest. We ask that if anything is missing from your tent, please contact the Operations Manager on site. **DO NOT TAKE ANYTHING** from other booths as this will create a chain reaction of chaos.

***McFerson Commons is a raised park in which vehicles cannot access. All items must be carried or brought in on dollies.***

### **TEAR DOWN**

All vendors **MUST** remain open until 8:00 p.m. on Sunday, September 30, 2007. During operation hours on Sunday, September 30, a traffic procedure for tearing down and pulling out will be distributed. This procedure at closing will be strictly enforced. No vehicles will be permitted near the event grounds before tear down at 9:00 p.m. All property must be removed from the event grounds no later than 12:00 a.m. (Midnight) on Sunday, September 30. This will be enforced due to the tearing down of tents and structures. If your equipment is in the way it will risk the damaging of tents or to your equipment. Please make all necessary arrangements to have **ALL PROPERTY COMPLETELY REMOVED BY MIDNIGHT.**

## **VENDOR PARKING**

The German Village Oktoberfest does not have on-site vendor parking. However, an adjacent permit parking only lot across from the event with one space per vendor will be available.

## **MENU ITEMS**

With the goal to provide our festival goers with an authentic Oktoberfest experience, we will be requiring each food vendor to have at least one German or German-themed food item on your menu. Be as creative as you like...bratwurst may be German but we are looking for variety not duplication!

Vendor shall have right to sell approved menu items on the designated dates within the area designated by the German Village Society and the German Village Oktoberfest Committee. Items sold without approval could result in expulsion from the event. Please list items on the Vendor Contact form.

## **BOOTH LOCATION**

You will receive a map showing the location of your booth by August 30. Layout of the event, including booth locations, are at the discretion of the German Village Society and the German Village Oktoberfest Committee, and is subject to many factors including assisting with crowd spacing, booth requirements, and food variety. There is no guarantee of booth location from year to year either explicit or implicit. The German Village Society reserves the right to make any last minute changes in the layout necessitated by operational complications. No one is guaranteed the exact space designated on the booth map.

## **BOOTH DECORATION / SIGNAGE**

The German Village Oktoberfest endeavors to upgrade the visual appearance of the food booths. All vendors are expected to cooperate to achieve this effort. Booths are to be decorated in an attractive, professional manner, and must prominently display menus with prices, neatly and professionally done. Hand-written signs on poster board are not acceptable. Participants are encouraged to create a theme and/or reusable façade for the booth.

## **BOOTH PERSONNEL**

Booth manager(s) must be designated for each day. This person must have the ability to make decisions and act in the absence of the owner or manager. All personnel must be outfitted in appropriate attire to help add to the ambiance of the event. **SHIRTS MUST HAVE SLEEVES.** Personnel shall not utilize any music or engage in loud or raucous shouting, use of a p.a. system or other conduct which, is the sole discretion of the German Village Oktoberfest Committee, is boisterous or constitutes a nuisance. Personnel shall not possess alcohol in booth area. Alcohol brought into the event site is a violation of the event liquor license.

## **ELECTRICAL**

If there are electrical problems in the booth, report directly to the Springfield Acme Electric Representative, or to the Operations Manager who has radio contact with the Communications Post. An electrician will be on call throughout the event. Should you increase your electrical requirements, or add equipment to what is listed on your initial electrical form, please notify a Springfield Acme Electric Representative at once to ensure that you have adequate power at the event. Failure to do so could result in power interruption for you and other booths in your immediate area. If the problem is related to Vendor overload or equipment defect, the Vendor will be charged a service fee of \$25, plus the additional cost for upgraded service required. On Sunday, power will be cut at closing and will not be restored.

Enclosed is your electrical requirements form. Please submit directly to Springfield Acme Electric at the address listed on the form.

## **HEALTH PERMITS AND LICENSES**

All food service concessionaires at the German Village Oktoberfest must obtain a temporary food operations permit from the Columbus Health Department.

### ***Procedures for obtaining a temporary food operations permit:***

Applications for a temporary food operation permit must be received by the Columbus Health Department at least 10 days prior to the event, (September 17, 2007). Please find enclosed an application for this permit. This application must be filled out in its **entirety**, and submitted along with a drawing of your booth set-up.

A license fee of \$50.00 **PER DAY** or \$25.00 **PER DAY** for 501(c)3 non-profit organization with proper documentation is payable with your application. This fee is payable and due at the time of application. Application is due **no later**

than September 17, 2007. Please mail within sufficient time. Payments must be made by check only; payable to the Columbus City Treasurer. (The German Village Oktoberfest is a three (3) day event).

Once you have obtained your temporary food operation permit, you must display it in your booth throughout the festival.

Any questions regarding the Columbus Health Department's requirements should be directed to Bob Kramer (614) 645-6747 or Mike Tedrick (614) 645-6762 with the Columbus Health Department at 240 Parsons Avenue, Columbus, Ohio 43215.

### **FIRE DEPARTMENT REGULATIONS**

All food vendors are responsible for their provision of approved propane lines, gauges and chains. Also all food vendors are responsible for their approved fire extinguisher. Food vendors are not permitted to utilize any propane or open flame equipment under any sized tent. This does include deep fat fryers. Please come prepared with fire treated materials to construct rain shelters if necessary. This is the responsibility of you, the vendor, if you should require such structures. If you have any further questions, please contact Lt. Eddie Arnold at (614) 645-7641 ext. 5605 or at 3639 Parsons Avenue, Columbus, Ohio 43207.

### **INSPECTIONS**

No one will be permitted to open their vending booth until they pass the health department inspection. All food booth operators are encouraged to be ready for inspection by 3:00 p.m. on Thursday, September 27, 2007 to insure your booth will be ready to open by 12:00 p.m. (Noon) on Friday, September 28, 2007. The Health Department Representatives will be inspecting for proper washing facilities, proper sanitation, food temperatures, flooring and etc.

### **GRAY WATER**

All food vendors are required to have a portable gray water holding tank. No drain hoses will be allowed to spill onto the open ground. We are contracting with Porta Kleen for the disposal of gray water. Included with your booth fee is the cost of one water barrel and one disposal per day. If vendors need additional disposals, it is the vendors responsibility to contact the Operations Manager of Oktoberfest and we will arrange the additional disposal. The cost will be \$10 per disposal and payment must be made at the time of service.

It is the responsibility of the vendor to drain their own holding tank into the provided water barrel. Again, we stress you must come equipped with your own holding tank, ABSOLUTELY NO HOSES ARE TO SPILL ON THE OPEN GROUND.

### **WATER SERVICE**

All vendors must have a minimum of one hundred and fifty (150) feet of RV approved water hose. No garden hoses will be permitted.

It is a good idea to come prepared with water washers, water y's and etc. The City of Columbus will provide the water source to within one hundred and fifty (150) feet of your booth and it is your responsibility to tap at that source.

Of utmost importance, the City of Columbus Division of Water puts several man hours as well as a large investment into the provision of water to this event. We ask that all food vendors be considerate of their piping, fittings and etc. Please DO NOT DRIVE over their piping.

### **GREASE DISPOSAL & CHARCOAL DISPOSAL**

Each vendor is responsible for disposing of all grease and all charcoal in the appropriate barrels. These will be available at the Operations Management Station on the festival site. Please advise us as to your needs and we will provide the necessary barrels.

It is imperative that throughout this event that these barrels not be used for anything other than what they are designated.

### **INSURANCE**

Vendors are required to submit a Certificate of Insurance, naming the German Village Society as additional insured. Minimum liability amounts are \$1,000,000 per occurrence combined single limit general liability insurance. Certificate must be presented to the German Village Society by August 1, 2007 at 5:00 p.m. Failure to provide the Certificate of Insurance by this date shall result in a \$50 fine. Vendors will not be permitted to open their booth if the Certificate of Insurance as requested is not received. Please see the enclosed document regarding insurance requirements.

### **TRASH DISPOSAL**

Each vendor is responsible for collecting and bagging their own garbage. Each vendor must then place these bags in the large dumpsters provided on site by the event. Vendors are responsible for bringing their own garbage bags.

Each vendor is responsible for their immediate area of business at the close of business each day and at the end of the event. Please help and chip in to keep the German Village Oktoberfest clean, professional and inviting for all our guests.

### **SOFT DRINK POLICY**

Pepsi products will be sold by the German Village Oktoberfest ONLY. The distribution of any type of soft drink or bottled water is prohibited by food vendors.

### **SECURITY**

The German Village Oktoberfest will have security throughout the event; however, vendors shall be responsible for his/her own security with respect to cash, equipment, goods or supplies. Valuables should not be left in your booth overnight. The German Village Oktoberfest Committee, or the German Village Society are not responsible for lost, stolen and/or damaged property.

### **ADVERTISING**

Vendor shall not exhibit, display or utilize any signs or advertising of any sort without prior written consent of the German Village Oktoberfest Committee. Promotional items displayed by vendor on site may not list outside sponsors.

### **SOUVENIR ITEMS**

The German Village Society reserves the exclusive right to sell official event souvenirs (i.e. mugs, apparel, etc.). Therefore, Food Vendors are prohibited from selling or giving away any type of merchandise.

### **TRADEMARKS**

All artwork and logos produced for the event are copyrighted and may not be reproduced without the written permission of the German Village Society.

### **COMMERCIAL SPONSORSHIP**

German Village Oktoberfest is an admission event. However, we do have sponsors to underwrite a majority of our costs. Therefore, we must protect their investment. No recognition of any company or organization will be allowed on the event site, except as recognized in the booth name. **Brand names or logos other than your own are prohibited.**

### **COMPLIANCE**

Booths will be monitored during and after the event to ensure compliance with the established rules and regulations of this agreement.

### **INDEMNIFY**

Vendor will at all times indemnify and hold harmless the German Village Society and the German Village Oktoberfest Committee, their employees, agents and volunteers from and against any and all suits, claims, demands, costs damages, counsel fees, charges, liabilities, and expenses which may at any time be sustained by consequence of any act or negligence of our organization, its employees, agents or volunteers.

### **CANCELLATION OF EVENT**

The German Village Oktoberfest Committee and the German Village Society disclaim and will not be liable for any change in circumstances, including but not limited to the inability of the German Village Society to obtain what it determines to be a reasonable amount of liability insurance at a reasonable cost, which results in a cancellation by the German Village Society of this event, provided that in the event of such cancellation prior to 5 p.m. Thursday, September 29, 2005, any funds previously deposited with the German Village Society will be refunded. Due to up front operational costs, no refunds will be given if event is cancelled due to weather or events beyond the control of the German Village Society or the German Village Oktoberfest Committee. In no instance are the German Village Society and the German Village Oktoberfest Committee responsible or liable for costs in excess of fees charged.