

Autumnfest

Columbus Day Weekend • Saturday, Sunday & Monday
World War II Veterans Memorial Park, Woonsocket, RI 02895

Autumnfest • P.O. Box 574, Woonsocket, RI 02895
autumnfest.org

2024 FOOD ROW VENDOR APPLICATION

Thank you for your interest in participating as a food vendor for Autumnfest, Columbus Day Weekend, October 12-14, 2024.

Autumnfest is a three-day, family friendly, music and art festival held in World War II Veterans Memorial Park, in the City of Woonsocket, Rhode Island. Autumnfest features 50+ acts on 3 stages, regional artists, two amusement midways, delicious local and global cuisine from 20+ food vendors, a consumer showcase, fireworks, and a 10-division parade. Autumnfest is organized and managed by the Autumnfest Steering Committee, with additional support and cooperation of the City of Woonsocket, Rhode Island.

- Applications are accepted from April 1st until June 30th.
- All checks, bank drafts or money orders should be made payable to “Autumnfest.”
- Once an application is received a confirmation email will be sent confirming receipt of a complete application. To ensure your application is complete, please fill in all applicable spaces.
- Returning food vendors will have preference.
- New food vendors will be accepted based on an availability of space and uniqueness of product(s) sold.
- Food vendors selected to participate will receive a Food Vendor Concession Agreement and Food Vendor Packet by July 31st and your application fee will be applied towards your Food Vendor Concession site fee.
- After July, non-selected food vendors will be placed on a waiting list and contacted if space becomes available.
- **The Autumnfest Steering Committee reserves the right to accept, reject or deny any application.**

Complete application must be postmarked on or before June 30, 2024.

Please note that submission of an application is NOT a guarantee of a vendor space. Due to limited space and the high number of applications received, late or incomplete applications will not be considered. All complete applications will be reviewed for uniqueness, quality of product, appropriateness to event, similarity to other vendors and prior festival experience. Acceptance/denial notifications will be sent to applicants by July 31st.

Food Vendor/Concession Info

Business/Organization Name: _____

Booth Name (If different from Business/Organization Name): _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Business Phone: (____) _____ Cell Phone: (____) _____

Email Address: _____

Food Vendor/Concession Type

Civic/ Non-Profit

(Booth/Tent)

\$800.00

Commercial/ For Profit

(Booth/Tent or Returning- Trailer/Vehicle)

\$1400.00

Food Vendor/Concession Space

- Booth/Tent space is a standard 12' X 12' area. Space beyond the standard food vendor space may require additional fees and is subject to availability. (Returning food vendors with previously approved booths will not be subject to additional space fees.)
- Pull-in trailers/vehicles space is a standard 25' X 12' area. Space includes trailer hitches, awnings, serving areas, or excessive maneuvering area, etc. Space beyond the standard food vendor space may require additional fees and is subject to availability. (Returning food vendors with a previously approved trailer/truck will not be subject to additional space fees.)
- Depth of food vendor space should be no more than 13'. Areas behind food vendor space will remain open as an emergency lane.
- All booths must be constructed with sound building techniques, all tents must be fire retardant and secured for high winds (stakes cannot be driven into the pavement) and all vehicles/trailers must be chocked so as to prevent personal injury to any persons or to prevent property damage.
- All booths/tents/vehicles/trailers must be able to pass a fire safety inspection from the local fire department.
- Any food vendor space that is deemed unsafe will be shut down until any hazards have been corrected and approval has been granted to re-open.
- Please provide measurements of Booth/Trailer (include measurements from trailer hitch): _____Length _____Width
- Please submit a recent front view photo of your concession booth, trailer, or display with this application. _____

Commercial General Liability Insurance

Each food vendor is **required** to have Commercial General Liability Insurance coverage. Food vendors must have their own policy with coverage equal to or greater than one million dollars per occurrence. Autumnfest and The City of Woonsocket **must** be listed as additional insured participants on the policy and the dates of coverage must start on the Friday before the event and end the Tuesday after the event. A copy of the Commercial General Liability Insurance Rider is required by all food vendors and must be presented with a signed food vendor concession contract.

Insurance Company: _____ **Policy #:** _____

Health Department Food Service Licensing

All food vendors are **required** to obtain, and display during the event, a valid Food Service License from the State of Rhode Island. A copy of a valid Food Service License is required by all food vendors and must be presented with a signed food vendor concession contract. **All food vendors concessions will be required to pass a food safety inspection before serving the any product.**

RI Department of Health #: _____

Tax Identification Number/Permit

All food vendors must have a valid Tax Identification Number from the State of Rhode Island, Department of Revenue/Taxation. If you have any questions concerning sales tax or obtaining a tax number, contact the Rhode Island Department of Taxation, 1 Capitol Hill, Providence, RI 02908. Telephone: (401) 222-1040 or online at <http://www.tax.ri.gov/contact>.

RI Tax Identification #: _____

All food vendors are responsible for acquiring their own licenses, permits, tax ID's, etc.

For privacy reasons Autumnfest does not retain copies of paperwork from year to year. All required paperwork must be presented with a signed food vendor concession agreement. If required documents are not presented at or before the food vendor concession meeting, a forfeiture of a food vendor concession space could result.

Food Vendor Utility Services

It is the tradition of Autumnfest to provide electrical service, concession lighting and potable water to all participating food vendor concessions. Due to the increasing cost of electrical service, electrical service fees will be applied to all food vendor concession site fees.

Defined electrical service, concession site lighting and potable water connections will be provided for all food vendor concessions. Generators are not permitted in the food vendor concession area.

Electrical Services

All vendors will be charged a **\$100 electrical service fee**, which includes a **STANDARD** electrical service;

(4) four single phase 115v-20amp circuits.

Additional electric services may be available for an additional charge and all electrical services are subject to availability.

Additional electrical connections required:

____ Two 115v-20amp outlets (double gang box) **(\$50)**

____ 115v-30amp **(\$60)** (plus the cost of materials to supply electrical service) Plug In Direct Wire

____ 208v-30amp **(\$100)** (plus the cost of materials to supply electrical service) Plug In Direct Wire

____ 208v-40amp **(\$200)** (plus the cost of materials to supply electrical service) Plug In Direct Wire

____ 208v-50amp **(\$300)** (plus the cost of materials to supply electrical service) Plug In Direct Wire

(Additional electrical services are subject to availability. Requests for specialty electrical services must be made at least 90 days prior to the event and are subject to approval. Any additional costs associated with providing such services shall be paid by the vendor at least 30 days prior to the event. Any wiring and/or materials acquired for such electrical service become the property of the Rotary Club of Woonsocket.)

Electrical Service Usage

Food vendors are **required** to know the output of the electrical appliances they are utilizing, i.e. (volts, amps, watts) as to not overload the circuits provided and to ensure appliances are being used safely.

Electrical Requirements (please check your appliances for the information below before you arrive at the event)

Appliance	Voltage	Amperage	Wattage
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Cooking methods such as propane (LP) are considered safe and efficient and are suggested as an alternative to additional electrical services as a self-sufficiency option. LP cooking appliances must pass minimum NFPA standards and are subject to inspection. Documentation of an inspection by a licensed propane/equipment technician, conducted within 90 days of the event, is required to ensure the safety and proper operation of all propane equipment.

Do you require a water hook up? Yes No

There is no fee for water hook up, however vendors are required to provide their own drinking water safe hose. (A 25 foot hose is normally sufficient.)

All gray water produced must be discarded in a proper manner.

Food Vendor Concession Selections

We would like to give everyone a chance to offer their signature items. Please list up to (5) five products/menu selections. Make sure you list them in the order of importance. Please also be very specific on how you will be offering your items.

If your menu selection(s) is (are) approved you will receive written notification, prior to submitting your food concession agreement.

Products requesting to be sold: *(Please check the box if you sold this product at Autumnfest last year)*

Primary Product/ Menu Selection(s)

Secondary Product/ Menu Selection(s)

Additional Information (optional)

Do you have any comments or additional requirements you would like to mention?

Autumnfest shall not be liable or responsible for any lost, stolen, damaged, or misplaced property. Vendors, patrons, and guests shall assume all risks for their property and it is their sole responsibility for the security and safekeeping of any such property. Vendors, patrons, and guests hereby waive and release and agree to defend, indemnify and hold harmless autumnfest from and against any and all claims, losses, and liabilities arising out of lost, stolen, or damaged property.

Please note: Incomplete applications will not be considered.

Please submit applications to: Autumnfest
P.O. Box 574, Woonsocket, RI 02895 c/o Autumnfest Food Vendor Concessions
or
Email: foodrow@autumnfest.org

For Office Use Only			
Date Received:	Date Reviewed:	Reviewed By:	Application Complete:
Approved:	Denied:	Chairperson:	Date:
Comments:			

I have read and agree to the terms of this contract:

Signature

Date