

FORECASTLE

MUSIC ART ACTIVISM

FOOD VENDOR APPLICATION

Please print legibly OR type

Vendor name as it will appear: _____

Legal name of your business: _____

Business owner: _____

Name that appears on your enclosed check: _____

Contact person day of event: _____

Mailing address: _____

City, State, Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Proposed Menu

Please note that Forecastle is an environmentally-themed, health-conscious event. In order to be considered, all menu items must reflect and comply with the values of the festival. All menu items must be listed. Items not listed will not be permitted at the festival. All pricing must be approved by Forecastle Festival.

1. _____
2. _____
3. _____
4. _____

5. _____
6. _____
7. _____
8. _____

Electrical Requirements

Pricing

\$2500 = Location near main stage w. 4 working passes (see **orange** area)

\$1750 = Collective vendor location w. 4 working passes (see **purple** area)

\$1500 = West Stage location w. 2 working passes (see **blue** area)



X = Stages

Number of previous years of participation at The Forecastle Festival: _____

Please indicate the following:

Vendor Fee: _____ (15' x 15' booth spaces) x Price Above = \$ _____

TOTAL AMOUNT DUE \$ _____

If approved for booth space, The Forecastle Festival will send an invoice for the total amount due above, payment due upon receipt. If payment is not received by June 1, 2012 the booth space reservation will be cancelled.

Please send a photograph or weblink to your work for our review.

**A BOOTH RESERVATION WILL NOT BE CONSIDERED COMPLETE UNTIL
ALL BOOTH AND EQUIPMENT FEES ARE PAID IN FULL
AND A FULLY EXECUTED APPLICATION/AGREEMENT IS RECEIVED BY
THE FORECASTLE FESTIVAL.**



Forecastle Festival

VENDOR APPLICATION

Forecastle Festival

July 13-15, 2012

Waterfront Park, Louisville KY

****NOTE: COMPLETION OF THIS APPLICATION AND AGREEMENT DOES NOT GUARANTEE BOOTH SPACE AT THE EVENT. THE FORECASTLE FESTIVAL WILL REVIEW THIS APPLICATION AND IF YOUR BUSINESS IS APPROVED, THE FORECASTLE FESTIVAL WILL NOTIFY YOU TO CONFIRM A BOOTH SPACE RESERVATION.***

VENDOR RULES, APPLICATION AND AGREEMENT

1. Print out and complete this application in full.
2. Complete and submit the full agreement and photos or weblink of your work to:

Electronic

holly@forecastlefest.com

Mail

The Forecastle Festival
ATTN: Vendors
1633 Windsor Place
Louisville, KY 40204

*Please note that electronic submissions are preferred.

3. If you have questions about application procedures or the event, please contact Holly Weyler at holly@forecastlefest.com.
4. Food vending space for the 10th Anniversary is limited and expected to sell-out. With that in mind, please complete your application as soon as possible. If approved, please submit invoice so we may confirm your space. Apps will not be accepted once vending space is sold-out, or later than June 1st.
5. Each vendor space will receive up to (4) working passes for the event with exception of those who select the Forecastle Foundation area (2 passes). Any passes needed beyond this amount must be paid in full at the event's face value ticket price.
6. Please note that your space will not be confirmed until full payment has been received. All payments must be received no later than June 1st, 2012.
7. The Forecastle Festival reserves the right to assign the location of all vendor booths. If you have a specific space you want to be, we will do our best to accommodate, but it is first-come-first-serve, and not guaranteed. A map showing booth locations will be supplied to each vendor in advance, along with (2) informational advances covering everything you need to know.
8. As part of the environmental activism component of the festival, we encourage all vendors to display their company's sustainability platform at their vending location. (e.g. My company produces 100% all-natural products, my company supports a local food economy, etc.)

In order to be considered as a food vendor for The Forecastle Festival, we ask that you abide by the following requirements, put forth by The Forecastle Festival, AC Entertainment and Waterfront Development Corporation (venue owner):

Permits, Insurance, Taxes:

1. Before setting up, each vendor is responsible for obtaining all necessary permits and licenses, most specifically, a temporary food service permit from the Louisville Metro Public Health Dept. Below is the application. Please fill this out and mail to the below address or hand-deliver to the department during normal business hours. A \$25 permit fee, made out to the department, is required.

Louisville Metro Public Health & Wellness
400 East Gray Street
Louisville, KY 40202
Phone: (502)574-6520
8 a.m.-4:30 p.m.

Application:

<http://www.louisvilleky.gov/NR/rdonlyres/8B51DD2B-AF54-4EDC-BA16-DCBA9B04E1D3/0/TempFoodServiceApplication.pdf>

2. Any and all sales tax payments are the responsibility of the vendor.
3. To acquire and have available at my vending booth(s) copies of all permits, licenses, insurance documents, and safety equipment that are required by The Forecastle Festival and all federal, state, county, and city government agencies.
4. Vendors must carry a minimum amount of general liability insurance (\$1 million) with The Forecastle Festival, the City of Louisville and Waterfront Development listed as additional insured.

Environmental

1. No glass, plastic, styrofoam or non-eco friendly materials are allowed on premise. If needed, Forecastle can supply you with approved local suppliers such as Eco-Stewart (<http://www.ecosteward.com>), who can handle all of your needs. If you have questions about which products are acceptable and which are not, please email: holly@forecastlefest.com. Any vendor breaking this clause of the agreement will be immediately removed from the premise and will not be allowed to return to future Forecastle events.
2. As part of the activism component of the festival, we encourage all vendors to display their company's sustainability platform at your vending location. (e.g. My company produces 100% natural products, my company supports a local food economy, etc.)
3. Vendors must clean up their area thoroughly and completely. Any vendor using grease in their operation (or producing grease by-product) must have a receptacle to dispose of cleaning. In addition, vendors must provide impenetrable mats beneath them so grease does not spill onto Waterfront property. If stains on the property occur, vendor is responsible for clean up, along with any associated cost.
4. Vendors must place all trash, recycling and composting into event containers following event and before leaving site.

Menu

1. **Vendors may only sell food and non-alcoholic beverages included on their approved application.** This is important to prevent exclusivity conflicts with Forecastle partners (e.g. Red Bull) and also to prevent multiple food vendors from selling the same / similar product. We do our best to assure every vendor is selling something different, in order to maximize their sales and provide a unique dining opportunity for our guests. It's very important that every food and beverage item is included in the application, and approved in advance.
2. Any items that are brought in are subject to search and any items not listed on your approved menu are strictly prohibited. Forecastle reserves the right to remove vendors serving non-approved items.

Vending Space

1. The Vendor Booth fee is \$2500 / \$1750 / \$1500 for a 15'x15' space, depending on which location you select. Upon request, Forecastle can provide one 8 ft. table and up to two folding chairs, based upon availability. Any/all additional items and equipment are your responsibility.
2. The Forecastle Festival reserves the right to assign the location of all vendor booths. In the area you select. If you have a very specific place you want to be, we will do our best to accommodate, but it is first-come-first-serve, and not guaranteed. A map showing booth locations will be supplied to each vendor in advance, along with (2) informational advances covering everything you need to know (e.g. load-in, times, etc).
3. Space is limited and reservations will be filled on a first-come, first-served basis. Vendor's entire setup must fit within the designated 15' x 15' booth space or an additional booth space fee will be charged.
4. All tents must be manufacturer-certified fire resistant and have the original manufacturer's tag. Tents must be firmly secured. Staking is permitted in areas where water lines are not in close proximity. Please consult with our operations team on-site, to make sure you are not near the lines. Be prepared to secure through water barrels, concrete blocks, etc.

Load-In

1. No vehicles allowed on-site without first checking in with your vendor coordinator, who will escort you into the property and show you your space. Do not drive on grass unless permitted to do by your vendor coordinator. This is important, to

minimize impact on the property and traffic congestion. Do not leave your vehicle unattended during load-in. It may have to be moved, if it is blocking a route.

City of Louisville

1. Temperatures: Cold foods must be held at 45 degrees or colder, hot foods at 140 or hotter. A metal-stem thermometer (0-220 degrees) must be provided.
2. Hand-washing (with free-flowing water wasting into a bucket): Water coolers with a spigot are ideal. Have paper towels and soap.
3. Sanitizing: (3) contains of at least 2 ½ gallon size to wash, rinse in plain water and sanitize in bleach water. Bleach water needs to be between 50-220 ppm. You will need paper test-strips to test the bleach residual.
4. Proper storage of food and single serve articles. They must be stored off the ground or the floor.
5. Cannot save potentially hazardous leftover at end of day (because of the lack of quick cooling equipment).
6. Must provide screening when needed

Ice

1. Forecastle will provide you with up to (4) bags of ice per day, free-of-charge. Additional ice can be bought from our supply coordinator at \$4 each. Please contact Lauren Hendricks in advance: lauren@forecastlefest.com or 502.744.7679, so she can mark your location and prepare a drop-off schedule for you.

Venue Requirements

1. City/State health certificate must be on display at all times.
2. Each vendor must have at least one CO2 fire extinguisher in booth at all times.
3. No alcoholic beverages are to be brought in with you to the event.
4. All vehicles, equipment and supplies are subject to search.
5. All food vendors must be completely set up for inspection at least 30 minutes prior to the start of the event, to assure all of these requirements are being followed.
6. Vendors must provide and display signage in their booths stating their business name.
7. Attachments to trees or landscaping are prohibited.
8. Vendors should come prepared with equipment (dollies, etc.) to assist with unloading and loading of equipment.

9. Coolers and supplies, including cases of sodas or food, should not be stacked directly on the grass. These items should be placed on a pallet or similar device.
10. Absolutely no paint is to be sprayed on the lawn or paved areas.
11. No open flames are permitted underneath any tent or canopy.
12. Vendors must provide their own outdoor-rated extension cords (200-300 feet), plug-in strips, and duct tape to secure cords. Vendors must also provide their own lighting.

Set-Up/ Tear Down

1. To follow all guidelines regarding set-up, tear-down, hours of operation. Official details on these items will be distributed in (2) e-mail advances sent in June and July.

Cancellation and Removal from Event

1. Forecastle Festival reserves the right to ban any item and/or seller not in compliance with Festival rules and regulations and at the discretion of Forecastle staff. In the event of removal from the event for non-compliance, vendor waives all rights to refunds, etc.
2. Cancellations must be submitted in writing to:

The Forecastle Festival
ATTN: Vendors
1633 Windsor Place
Louisville, KY 40204

Cancellations received on or before June 1, 2011 will receive a refund of booth fees minus a \$50 administrative fee. Cancellations received after October 15 will receive no refunds under any circumstances including, but not limited to, weather.

Vendor agrees and guarantees to The Forecastle Festival to abide by all rules and provisions as specified in this agreement and application.

If approved for booth space, The Forecastle Festival will send an invoice for the total amount due above, payment due upon receipt. If payment is not received by June 1, 2012 the booth space reservation will be cancelled.

I have read and agree to comply with all rules and regulations of this event.*

Signature of Authorized Vendor Representative:

Print Name of Representative:

Print Title/Position of Representative:

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