**Food Vendor Information & Guidelines 2018**

Date & Time:

Friday July 27th, set up only! You will be assigned a check in time upon acceptance.

**Friday, July 27th 6:00 PM-1:00 AM**

**Saturday, July 28th 11:00 AM – 1:00 AM**

**Sunday, July 29th 12:00 PM- 9:00 PM**

Location: Downtown, Cincinnati, Ohio

Food Vendor Guidelines:

 Complete the food vendor application form on the CSW website.

 All food vendors must possess a valid business license and ServSafe Certificate. Copies must be sent to CSW office or emailed.

 All food vendors participating in the 2018 Cincy Soul Food Festival must have at least $1,000,000 of liability insurance for the event. Upon acceptance to the Festival, you will be required to name Cincy Soul Food Festival, Inc. and The City of Cincinnati as additional insured for the event. Certificate of Insurance reflecting these additions MUST be received no later than June 30, 2018.

 Please send a diagram of your proposed set up showing dimensions of your tent or trailer, storage needs, etc.

 Please indicate your TOTAL power needs on online form (defined as the maximum amperage used at any given time) for your operation. Power requirements above 20 Amps will be subject to additional charges based on availability– you will be advised of these charges prior to the event. Requirements for 220 V power will require an additional fee. Additional 110v or 220 v drops or an electrical hardwire are estimated at $200 per location but actual fee will be determined.

 All vendors are responsible to meet the requirements of the Cincinnati Fire Department and the Hamilton County Health Department including but not limited to proper fire extinguisher for your type of cooking (k) rated extinguishers are required for food vendors cooking with Grease), Roofing paper as a base if you are setting up on hard scape, proper temperature controls, proper food handling and food storage.

 No Beverages may be sold. Cincy Soul is the sole provider. This includes Lemonade, Ice Tea and Soft Drinks, Ice Cream and Bottled Water are not allowed to be sold.

 If you are interested in an exclusive item, please contact us or make a note on the online application form. Each item will be addressed individually.  Vendors with trailers need to include the tongue length when calculating your fees.  Payments must be made with a Check or a Cashier’s Check, made payable to Cincy Soul Food Festival. Please do not send Money Orders.

All accepted food and beverage vendors will be required to meet or exceed all guidelines and requirements of the Hamilton County Health Department. A Copy of these guidelines is available upon request.

Please contact Cincy Soul Food Festival, Inc. if you have any questions regarding any portion of this application at (513) 882-2686 / (513) or email: blacktasteofcincinnati@gmail.com

Checklist for Food & Beverage Application Submission

MAIL THE FOLLOWING ITEMS: □ Copy of your valid business license □ Copy of ServSafe Certificate □ Photos of your booth set up and Menu □ Signed Hold Harmless Agreement □ Fees o Checks must be payable to Cincy Soul Food Festival o Any returned checks will be assessed a non-refundable $35 fee (no exceptions).

FEE CALCULATION

Entry and Fees = $1000.00

Additional Fees Due: Clean up Deposit =$50.00 per location $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extra electrical or hardwire= $100 per location $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Amount enclosed with supporting documents $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Cleaning Deposit will be returned by mail after festival if no damages are assessed by City of Cincinnati)

COMPLETE FOOD VENODR APPLICATION FORM ON CSF WEBSITE ITEMS BELOW ARE TO BE MAILED, & POSTMARKED BY: FRIDAY, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and mailed to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Only mail via US Postal Service. Do not send via UPS or FedEx.

FOOD VENDOR SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hold Harmless Agreement

Through submission of application materials and Vendor’s signing of this Agreement, Vendor agrees to hold the Cincy Soul Food Festival, Inc., its Board of Directors, staff, volunteers, and The City of Cincinnati harmless for any and all losses, expenses, demands and claims against the Cincy Soul Food Festival, Inc. sustained or alleged to have been in any way related or connected to the Cincy Soul Food Festival. Vendor also agrees and acknowledges that the Cincy Soul Food Festival, Inc., its Board of Directors, staff, volunteers or the City of Cincinnati, are not responsible in any way for any personal injury, illness, property damage or loss of property that may occur during the Cincy Soul Food Festival. Vendor agrees, acknowledges and further certifies that the Vendor and Vendor’s property, equipment, and vehicles are properly insured for any and all losses incurred, and or damages caused, by Vendor or any other party.

Incorporation and Modification This document includes all components of the agreement of the parties and is fully incorporated herein. The Application materials provided by the vendor to the Cincy Soul Food Festival shall be incorporated herein by reference. No other promises made prior to the execution of this agreement have been omitted from this document. The parties may mutually agree to modify this agreement; however, such modification shall only be binding upon the parties by signed written agreement. No oral modification or agreement outside the scope of this agreement shall be binding upon either party.

No Agency, Partnership, or Joint Venture Created

The Vendor is an independent operator, and through this agreement no agency, partnership or joint venture relationship is created with the Cincy Soul food Festival, Inc. The Vendor, it’s owners, employees, or other agents shall not represent themselves as representatives of the Cincy Soul Food Festival, Inc. Vendor shall not enter in

to any contract or other agreement which would cause Cincy Soul Food Festival, Inc., to be liable in any way with any other party, including, but not limited to, manufacturers, Vendors, or other suppliers, etc. Vendor shall hold Cincy Soul Food Festival, Inc. harmless from any cost or any other liability it may incur with the production of merchandise. The Cincy Soul Food Festival, Inc makes no representation nor guarantees regarding actual festival attendance, nor makes any representation of potential financial success or failure.

By signing below, you agree, that if selected to participate, you and all your representatives will adhere to the event policies provided above and in the food concessions guidelines and checklist package for the 2018 Cincy Soul Food Festival.

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 Print Name Signature Date

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 Title Food Truck/Vending Booth Name