



FOOD CONCESSIONS APPLICATION

MOXEE HOP FESTIVAL 2024
THURSDAY, FRIDAY AND SATURDAY AUGUST 1ST, 2ND & 3RD

To All Food Concessionaires: The East Valley Community Enhancement Association (EVCEA) is accepting applications for **Food Concessions** for Moxee Hop Festival. The event will be held at Moxee City Park off Rivard Rd. and Hwy. 24 in Moxee WA. The event draws 7,000 to 10,000+ attendees each year.

Please read the enclosed information carefully. Fill out the application completely and return it along with your deposit or full registration fee and Certificate of Liability Insurance listing EVCEA/Moxee Hop Festival and the City of Moxee as "Additional Insured" to the Food Vendor Chair as quickly as possible, no later than Friday, July 19th, 2024. Please mail application and payment to: EVCEA * P.O. Box 754 * Moxee WA 98936. For more information, please contact Jennifer Rupert, 509-594-7446 or ja.sande@hotmail.com.

2024 MOXEE HOP FESTIVAL PARK HOURS:

Your booth MUST be open on Thursday, the first day of the festival.

- Thursday, August 1st: 5 p.m. to 10 p.m. **you can stop selling at your booth at 9 or you may stay open later*
- Friday, August 2nd: 4 p.m. to Midnight
- Saturday, August 3rd: *7 a.m. to Midnight **You do not have to be open at 7, there will be a pancake breakfast and fun run early Saturday morning. Parade begins at 10am. (BEER GARDEN 12PM TO MIDNIGHT)*

Please pay attention to the "moving vehicle" verbiage. You may still enter and exit to replenish your booth space you will just need to walk items into the park or use another way to transport items by foot only, during festival hours.

*Moxee City Park is now completely fenced in for safety of our attendees and vendors, so entering and exiting the park grounds for load in and load out will need urgent attention and will be in one designated area. **NO MOVING VEHICLES** will be allowed on the grounds during festival hours. **THE ONLY TIME MOVING VEHICLES WILL BE ALLOWED IN THE PARK, AFTER INITIAL SET UP ON THURSDAY, ARE AS FOLLOWS:**

- Thursday, August 1ST: **BEFORE 2:00pm** = (this is initial set up day)
- Thursday, August 1ST: **(After midnight this will actually be Friday morning) until Friday, August 2nd at 2:30pm**
- Friday night August 2ND: **(This will be actually Sat. morning) August 3RD from 1:30am until 10:00am**
- Saturday night August 3RD: **(This will actually be Sun. morning) August 4TH 1:30am through Sunday for cleanup**

IMPORTANT RULES AND GUIDELINES FOR FOOD VENDORS:

- Booths must be fully set-up no later than 2:00 p.m. on Thursday, August 1ST (the beer garden will open at 5:00 p.m.) and all moving vehicles must be out of the park by 2:30 p.m. Vendors may start selling as soon as they are ready. **Absolutely NO moving vehicles, (only emergency vehicles), will be allowed in the park during open hours, in accordance with the Moxee Law Enforcement and City of Moxee.** You may close your booth at any time *if you absolutely need to.* **In case of an emergency please contact any of the emergency or police personnel, Chief Jeff Burkett with Moxee Police Department or on-site EVCEA/Moxee Hop Festival team members. There are no exceptions to this rule!**
- **NOTE:** "Kids Games" close at dark; there is no lighting in this area. You may want to consider closing at that time too or at least consider that your sales may be much less.
- **A variety of food concessions will be selected to provide a wide selection of food and beverages. Once your application is selected, concessionaires will be allowed to serve only the approved menu items sent in with the application, (such as Mexican food, Thai, elephant ears, tropical snow, beer battered spuds, etc.) EVCEA reserves the right to accept or reject any applicant and/or their choice of food items.**

- All permanent booths, trailers, etc., must meet State Electrical Code requirements, and must have been inspected and display a current seal from the Department of Labor and Industries.
- All vendors are **required** to have their Certificate of Liability Insurance, copies of these documents must be included with your application. The City of Moxee and the EVCEA must be listed as “additional insured”. **Vendors will not be allowed in the park** if we have not received or you do not have with you these documents.
- Vendors are expected to comply with all applicable rules regarding the collection and payment of Washington State sales tax and any local taxes or fees.
- Please contact our **Food Vendor Chair** with any additional questions you have, prior to the event.
- For your convenience, bags of ice will be available in the park all 3 days and **may be purchased at the Vendor Check-In Booth**.
- **All food concessions must comply with the requirements of the Yakima Public Health Department. EVERYONE** handling other than prepackaged foods must obtain a “Temporary Food Permit”. You may download the application on-line at yakimapublichealth.com or **contact the Yakima Health District** at 509-575-4040. Applications must be returned to the Health Department with the fee at least 2 weeks prior to the event. The permit must be displayed at the festival. Please be sure to follow the approved hand washing facility rules and regulations. Failure to comply with Health District rules may result in immediate closure.
- **Every** booth handling other than prepackaged foods must have someone working at all times that has a current **“Food Handler’s Card”**, and must post a copy in your booth. Prepackaged foods are foods that are kept on store shelves at room temperature.
- Restaurants must have a catering permit or endorsement; it must be posted.
- All vendors are expected to comply with the minimum pricing guide of food items as determined by the EVCEA. Concessionaires may price their product more than the minimum price but not lower.
- **Any non-food vendor** will be restricted to only one prepackaged food or drink item and will not price that item less than the food vendors’ prices.
- After careful consideration the Hop Festival Site Plan Manager will assign each vendor a space/location. One space is 10 x 20 ft, if you need additional space please request immediately.

To apply, fill out the application form completely and return it with your deposit or full registration fee, 2 copies of your Certificate of Liability Insurance with the City of Moxee and EVCEA listed as “Additional Insured” and a complete menu of items to sell by Friday, July 19th, 2024.

No percentage of sales will be taken.

YOUR BOOTH MUST BE OPEN THURSDAY, AUGUST 1ST

NON-REFUNDABLE \$100 DEPOSIT MUST BE SUBMITTED TO RESERVE SPACE

Full Registration fee \$300.00 (Unless told otherwise - some spaces vary)

Late Registration fee \$325.00 after Friday, July 19th, 2024

FOOD BOOTHS WILL BE SUPPLIED WITH ***15 AMPS MAX. OF POWER ONLY*** PLEASE PLAN TO BRING A GENERATOR FOR ADDITIONAL POWER, IF NEEDED

YOU WILL BE RESPONSIBLE FOR SECURING YOUR OWN LIABILITY INSURANCE FOR FOOD CONCESSION VENDORS. This is the additional insurance that will need the CITY OF MOXEE AND EVCEA both listed as additional insureds.

FULL BOOTH PAYMENT MUST BE PAID BEFORE HAND OR ON-SITE UPON CHECK IN
SOME SPACES MUST BE AVAILABLE/OPEN ALL 3 DAYS

If for some reason you are not accepted at the Moxee Hop Festival, fees will be refunded.

MAKE CHECKS PAYABLE TO:

EVCEA

P.O. BOX 754

MOXEE, WA 98936

Food Vendor Chair Contact Information: Jennifer Rupert

Questions? Please contact Jennifer Rupert at 509-594-7446, or email ja.sande@hotmail.com

Please return all completed registration forms and fees to (Please note Food Vendor):

Make Checks Payable to: EVCEA

P.O. Box 754

Moxee, WA 98936

Questions? Please contact Jennifer Rupert at 509-594-7446, or email ja.sande@hotmail.com

MOXEE HOP FESTIVAL 2024 FOOD CONCESSIONS APPLICATION

_____ Yes, I/We will be participating in the 2024 Moxee Hop Festival, August 1ST, 2ND and 3RD. **I/We have included a copy of your planned menu items, prices, permits and Certificate of Liability Insurance listing City of Moxee and EVCEA as "Additional Insured"**. All items need to be approved by EVCEA.

Type of booth or trailer: _____ Commercial _____ Constructed

Please describe the size and shape of your booth or trailer:

Water and electricity will be available (**ONLY 15 AMPS MAX provided - additional power must be provided by vendor**)

Do you need electricity: _____ Yes _____ No (*Please be very specific, may determine location*)

Electrical requirements: _____ Amps (**ONLY 15 amps maximum provided, if needed**)

Do you have a generator? _____ Yes _____ No

Electrical cords are not provided, be sure that your extension/power cords are in good condition and are LONG enough to reach the limited power supply provided.

You must provide your own tables, awnings, chairs, night lighting, and change. I/We HAVE READ AND AGREE TO ALL THE REQUIREMENTS LISTED IN THIS CONTRACT. In consideration of the acceptance of this application, applicant agrees to save and hold harmless the East Valley Community Enhancement Association (EVCEA) and the City of Moxee from any loss or damage to persons or property caused by operation of applicant's unit with Moxee Hop Festival activities, and further agrees to defend said association from any claims for such damages.

Name of Business/Organization and Address: _____

Telephone: Day _____ Evening _____ Cell _____

Please indicate which one is the best to reach you! Email: _____

Print your name: _____

Signature: _____ Date: _____

_____ \$300.00 Registration Fee _____ Additional Space Fee _____ \$325.00 Late Registration Fee

_____ **\$100 NON-REFUNDABLE DESPOSIT TO RESERVE SPACE**

Return application with appropriate fee, your full on-site menu list, and copy of liability insurance. **FULL BOOTH PAYMENT MUST BE PAID BEFORE OR ON-SITE, UPON CHECK IN. Fees will be refunded if application is not accepted.**