



## FOOD CONCESSIONS APPLICATION

MOXEE HOP FESTIVAL 2023

THURSDAY, FRIDAY AND SATURDAY AUGUST 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>

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 14<sup>th</sup>, 2023. For more information, please contact Jennifer Rupert, 509-594-7446 or [ja.sande@hotmail.com](mailto:ja.sande@hotmail.com).

### 2023 FESTIVAL HOURS:

- Thursday, August 3<sup>th</sup>: 5 p.m. to 9 p.m. *\*you can stop selling at your booth at 9 or you may stay open later*
- Friday, August 4<sup>th</sup>: 4 p.m. to Midnight
- Saturday, August 5<sup>th</sup>: 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.*

Please pay attention to the below NEW “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.

**\*NEW THIS YEAR\*** 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 3<sup>rd</sup> **BEFORE 2:00pm** = (this is initial set up day)
- Thursday, August 3<sup>rd</sup>, **(after midnight this will actually be Friday morning) until Friday, August 4<sup>th</sup> at 2:30pm**
- Friday night August 4<sup>th</sup>, **(this will be actually Sat morning) August 5<sup>th</sup> from 1:30am until 10:00am**
- Saturday night August 5<sup>th</sup>, **(this will actually be Sun morning) August 6<sup>th</sup> 1:30am through Sunday, August 6<sup>th</sup> 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 3<sup>rd</sup> (the beer garden will open at 5:00 p.m.) and all moving vehicles must be out of the park and the Cul-de-Sac 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 sales may be much less.
- A limited number of food concessions will be selected to provide a variety of food and beverages. Once selected, concessionaires will be allowed to serve only the specialty foods that each was chosen to provide, (such as Mexican food, Thai, elephant ears, tropical snow, beer battered spuds, etc.) plus other common fair and/or festival foods that are not considered specialty items. This not only gives festival attendees a good variety but also a better opportunity of profit for our concessionaires. 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, you may request additional space, at a reduced fee.

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 listing of your items for sale and prices (if available) by Friday, July 14<sup>th</sup>, 2023.

*No percentage of sales will be taken.*

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

Full Registration fee \$300.00

Late Registration fee \$325.00 after July 14<sup>th</sup>, 2023

**FULL BOOTH PAYMENT MUST BE PAID ON-SITE, UPON CHECK IN**

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

**Food Vendor Chair Contact Information:**

Jennifer Rupert \* 2802 Beaudry Road #60A \* Yakima, WA 98901

**Questions?** Please contact Jennifer Rupert at 509-594-7446, or email [ja.sande@hotmail.com](mailto:ja.sande@hotmail.com)

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

**Please return all completed registration forms and fees to:**

**Food Vendor Chair**

Jennifer Rupert \* 2802 Beaudry Road #60A \* Yakima, WA 98901

**Questions?** Please contact Jennifer Rupert at 509-594-7446, or email [ja.sande@hotmail.com](mailto:ja.sande@hotmail.com)

**MOXEE HOP FESTIVAL 2023 FOOD CONCESSIONS APPLICATION**

\_\_\_\_\_ Yes, I/We will be participating in the 2023 Moxee Hop Festival, August 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. **I/We have included a copy of the menu, 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.

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

Electrical requirements: (amps if possible) \_\_\_\_\_ Amps \_\_\_\_\_ 110 \_\_\_\_\_ 220

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 power supply.

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 and copy of liability insurance. **FULL BOOTH PAYMENT MUST BE PAID ON-SITE, UPON CHECK IN.** *Fees will be refunded if application is not accepted*