

# 6<sup>TH</sup> Street fair

a taste of the arts.

## 2012 Food Vendor Information & Application Packet Deadline: Friday, May 4, 2012

**6th Street Fair Dates:** Friday, July 27 – Sunday, July 29

**Operating Hours:** 10 a.m. – 8 p.m., July 27 & 28; 10 a.m. – 6 p.m., July 29

**Booths & Fees:** The Bellevue Downtown Association (BDA) requires a flat booth fee, meaning no commission is due to the BDA after the 6th Street Fair ends. All booth spaces are 10x10' and available for \$1,300. Vendors will be required to pay for additional electrical and BBQ spaces. All booths are outdoors. **Vendors must supply their booth materials, tables and signage.** Booth fees are as follows.

10 x10 booth = \$1,300

BBQ space = \$200 (additional)

Additional Electricity = \$200 (please see guide for details)

**Selection Process:** The BDA will ensure that a wide variety of food is represented at the event. The selection criterion includes experience, food quality, booth appearance and available space. We encourage a balanced representation of all food types and price ranges. All applicants will be notified of selection results no later than May 18, 2012. There is no guarantee previous year's participants will be accepted.

### Application Guidelines & Tips:

- ➔ Complete and return the application by Friday, May 4, 2012.
- ➔ Please include color photos of your product; minimum of three 4x6 photos. Color copies are acceptable. Mark all photos with your company/full name on the back. PLEASE DO NOT SEND ACTUAL PRODUCTS.
- ➔ Include current booth photo(s); minimum of one photo, to demonstrate that the physical appearance of your booth is professional and appealing to the public. Your photos should clearly show how you plan to decorate your booth at the 6th Street Fair.
- ➔ Enclose a self-addressed, stamped envelope of the appropriate size if you would like your photos returned at the end of the selection process.
- ➔ Please include the \$1,300 booth fee, payable to: *Bellevue Downtown Association* (or *BDA*). See the timeline for deposit information.



## 2012 Food Vendor Guide

### Deadline: Friday, May 4, 2012

#### Food Booth Rules and Requirements

- ◆ All concessions must comply with Seattle/King County Department of Public Health and City of Bellevue regulations for temporary outdoor food service. You are required to provide us with a copy of your Temporary Food Service Application on or before June 22, 2012.
- ◆ Participating vendors are required to obtain an insurance rider (\$500,000 coverage minimum) naming the Bellevue Downtown Association as an additional insured. You are required to provide us with a certificate of insurance by June 22, 2012.
- ◆ 6th Street Fair vendors are required to provide all booth structures, counters, cash registers, extension cords, hoses, etc.
- ◆ The 6th Street Fair management requires that all food vendors use a standard white easy-up tent. You may apply for an exception to this rule by sending in a photo/slide of proposed booth display during the application process. Each booth must be set-up within the designated space parameters and within the designated time frame.
- ◆ Please note that electricity is available but is extremely limited and must be requested in advance. Your booth fee includes two (2) 20-amp 120-volt circuits. Once your power requests are arranged, an outlet will be available within 100 feet of your booth space. Additional fees will apply if power needs are greater than what is offered.
- ◆ Water is accessible to all food concessions.
- ◆ Vendors are responsible for keeping their booth area clean and free of debris. You are responsible for providing your own 30-gallon garbage containers and disposing of all garbage into the dumpsters. Recycling is available for aluminum cans, plastic bottles, newsprint and flattened cardboard. Glass containers are NOT allowed.
- ◆ Prior to the event, vendors must obtain approval by the 6th Street Fair management for signage involved in a concession. **No handmade signs** will be allowed.
- ◆ Distribution of flyers, literature, balloons, coupons or other materials is not permitted without advance approval.
- ◆ Food vendors participating in the 6th Street Fair are provided with volunteer assistance during the load-in and load-out process. Please note booth assignments, as well as a detailed map and information about set-up, takedown, and parking will be mailed to participating vendors at least two weeks prior to the start of the 6th Street Fair.
- ◆ Customer seating areas will be provided at or near the food court area. A portion of your booth fee is applied toward rental tables and chairs, as well as garbage and cleanup service in these areas.

#### Fire Department Requirements

The City of Bellevue Fire Department has guidelines for participants of the 6th Street Fair. To aid in planning, the following are just a few of the Fire Department's requirements for 6th Street Fair vendors.

- ◆ A 40B: C **fire extinguisher** is required for cooking and/or warming facilities and must be present at each booth location for the duration of the 6th Street Fair. Booths without a fire extinguisher will be levied a fine or closed until an extinguisher is obtained.
- ◆ Extension cords must be UL approved for outdoor use and shall service one appliance or one approved multi-plug power strip. All cords should be protected from traffic areas.
- ◆ Multi-plug adapters must be UL approved and have a current electrical safety device. Cube adapters and other devices that increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are prohibited.

#### Security

Twenty-four hour security is provided for the 6th Street Fair site. The security station is located in Compass Plaza in the Galleria. On and off-duty police are also stationed in downtown Bellevue to monitor the 6th Street Fair site and surrounding area throughout the 6th Street Fair weekend. However, 6th Street Fair management encourages vendors to take precautions to protect yourself and your items. We encourage vendors to cover and enclose booth spaces each night.



2012 Food Vendor Application  
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*Please type or print clearly.*

Business Name: \_\_\_\_\_  
 UBI (required): \_\_\_\_\_  
 Last, First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Primary Phone: (     ) \_\_\_\_\_ circle one: home     work  
 Secondary Phone: (     ) \_\_\_\_\_ circle one: mobile     home

Type of Cuisine: \*\*\* \_\_\_\_\_

Additional needs: (Please circle)                      BBQ                      Additional Electricity

Do you need two booth spaces? \_\_\_\_\_

Is your booth a structure or canopy?     Structure                      Canopy

Describe the type of food products you plan to sell in 20 words or less:\*\*\*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*\*\* Any accepted product that differs in quality or is inconsistent from that viewed and accepted by the jurors may be disqualified at the discretion of the jurors. 6th Street Fair management reserves the right to refuse any product that may deem inappropriate.*



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Description of menu in photos and prices (use additional paper if needed):

1	\$
2	\$
3	\$
4	\$

**Event Experience:**

	Name of Event	Location	Years participated
1			
2			

**Comments/Additional Requests:**

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I hereby release and forever discharge BDA, City of Bellevue, all sponsoring organizations, their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my participation in the 6th Street Fair. The 6th Street Fair will not be responsible for any injury sustained by exhibitors or in space designated for exhibits. I agree to maintain a clean and healthy environment for workers and visitors and promise to abide by all King County Department of Public Health, City of Bellevue and Fire Department regulations. Furthermore, I understand that I store my booth and merchandise at my own risk. By signing this application form, applicant acknowledges having received and read the 2012 Food Vendor Guide and agrees to abide by all the rules set forth herein.

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**Signature** **Date**

Please send completed and signed application, photos and \$1,300 booth fee to:  
Bellevue Downtown Association  
400 108<sup>th</sup> Avenue NE Suite 110  
Bellevue, WA 98004

To be guaranteed consideration, application must be postmarked by Friday, May 4, 2012.,

If you have questions about the application process, please contact the BDA at 425.453.1223 or visit [www.bellevuedowntown.com](http://www.bellevuedowntown.com).

*Thank you for applying to this year's 6th Street Fair!*



## 2012 6th Street Fair Timeline Food & Beverage Vendors

May 4	Application postmark due date
May 11	Selection Process
May 18	Notifications Sent (Checks returned to vendors not selected)
May 25	Accepted vendor checks are deposited
June 22	Health permits and insurance certification due to BDA office Parking/load-in information mailed
July 26	Vendor set-up (time: TBD)
July 27-29	2012 6th Street Fair <ul style="list-style-type: none"><li>★ Friday &amp; Saturday 10am-8pm</li><li>★ Sunday 10am – 6pm</li></ul>

Notes: