

MAIN ST. Fort Worth Arts Festival
April 14 - 17, 2016

2016 CATERER APPLICATION and PROCEDURES

The MAIN ST. Fort Worth Arts Festival is currently accepting applications from qualified caterers to provide food service to patrons for the 2016 festival, scheduled for April 14 - 17, 2016. The MAIN ST. Fort Worth Arts Festival is produced by Downtown Fort Worth Initiatives, Inc., and Downtown Fort Worth Lions Club, Inc. An application must be on file by January 15, 2016 in order to be considered. If your application is accepted, you will receive a letter of notification, along with an agreement and information packet, by March 1, 2016.

Please complete the form accurately, and pay particular attention to the electrical requirements section. A request above and beyond basic service does not guarantee availability and will be charged accordingly if available.

Incomplete applications will not be considered. All applications from Caterers who have not participated previously in the MAIN ST. Fort Worth Arts Festival must be accompanied by photographs showing your entire operation.

General Information:

Locations:

26 caterer spaces are available in three main food courts located throughout the Festival:

- MAIN ST. Creates! Food Court – located in the 100 and 200 blocks in the MAIN ST. Creates! area (brick).
- 4th Streets Food Court – located around the new Sundance Square Plaza and Performing Arts Stage (asphalt).
- South Food Court – located on 9th Street next to the Bank of Texas Main Stage (grass).
- North Food Court – located on Main Street between 2nd and 3rd Streets
- 5th Street Food Court – located next to the Performing Arts Stage, on 5th Street.
- Cart locations are available throughout the festival for ice cream, lemonade, etc.

Sales Method:

The festival operates on a coupon basis.

- All food sales are made by coupon only – any Caterer who accepts cash at any point during the festival will have their contract terminated immediately.
- There are multiple coupon sales locations throughout the festival, staffed by professionals.
- 2016 retail sales price are strips of ten coupons for \$10.00, with \$2.50 of the strip purchase going to the Festival for festival amenities, and to maintain our free admission policy. Single coupons will also be available for \$1.00, with \$.25 of the single ticket purchase going to the Festival for festival amenities.
- Caterers redeem the coupons at our Finance Offices for payment, less the appropriate percentage fees as required by contract. Caterers are limited to one payout during the festival plus the final payout, to be settled no later than Monday afternoon.
- Coupons are weighed and/or counted throughout the Festival.
- **Redemption value will be \$.75 per coupon redeemed, no matter whether it sold as an individual ticket or in a strip, less the appropriate Festival percentage (see below).**

Food Service Participation Guidelines:

Decisions for participation are based on the following guidelines:

1. Your particular space requirements.
2. Aesthetic design and presentation.
3. Menu variety. The festival continues to seek a well-rounded menu of eclectic food choices for our guests and we are always looking for more healthy and diverse culinary alternatives.

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4. Successful compliance with health regulations. It is the festival's goal to exceed any and all health code specifications, thus providing our guests a quality food experience.
5. References. The festival will check references of all new applicants.
6. Cooperation with festival officials, policies, guidelines, and health department restrictions.
7. History with MAIN ST. All things being equal, the festival considers the Caterer's history with the festival.
8. ALL DECISIONS MADE BY THE SELECTION COMMITTEE ARE FINAL.

Clean Up Deposit:

A \$250 clean-up deposit per booth location must be paid by all accepted and approved food service operators in advance of the Festival. Checks will be deposited and must clear prior to the start of set-up. Refund will be made by DFWM corporate check and will be issued pending completion of an inspection and determination of the cleanliness of your location(s).

Festival Fees:

The Festival operates on a guarantee against a percentage of gross sales. The guarantees are as follows for EACH LOCATION, payable in advance:

- MAIN ST. Creates! Food Court (north area): \$750
- Carts: \$750
- Food court locations (non-cart): \$1,200

The 2016 Festival percentage is 32.6% of gross sales of REDEMPTION VALUE (\$0.75) of each coupon turned in, payable during the Festival. Sales tax is handled by the Festival.

Insurance:

The Festival requires \$1,000,000 of product liability insurance. A certificate must be on file prior to commencing operation.

Electric and Other Services:

There is an additional charge of \$250 for each additional, 50 AMP circuit over and above the one provided for your use. Generators (if used for cart services), must be turned off each evening. Any operation requiring overnight operation of generators for freezers or refrigeration will pay an overnight generator operation surcharge of \$100 per night per location. If you need overnight refrigeration you may arrange for a separate use of a portable generator to provide service.

Storage:

There is absolutely no parking available for trucks or service vehicles anywhere within the Festival grounds, defined from Weatherford to 9th Streets, and from Throckmorton to Calhoun Streets. Festival will provide dry, refrigerated and/or freezer space storage based on demand in advance. Absolutely no storage on these trucks will be allowed without advance reservation, which will be a part of the Caterer Participation Packet. Space in these trailers will be distributed on a first come, first served, basis, and will be based on 6' x 8' increments within the truck, at \$100 per 6' x 8' space. Management of the space within these trailers will be the responsibility of a trailer manager, and their decisions will be final.

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APPLICATION FOR FOOD SERVICE OPERATIONS

PRINT ONLY

Contact Name: _____

Name of Operation: _____

Address: _____

City, State, Zip: _____

Phone: () _____ Fax: () _____ E-mail (mandatory): _____

TYPE OF OPERATION

Owner-provided booth Cart(s) (indicate number of carts) _____

(1) 20-amp 110 volt circuit _____ (1) 50-amp single phase 208 volt _____ (Please indicate quantity.)

Size of Operation _____ x _____ x _____

Special Requirements: _____

Menu (description, sizes and pricing – **please note** next to each item the cash amount and corresponding number of coupons at a redemption of \$0.75 each):

<u>Item</u>	<u>Cash</u>	<u>Coupons</u>

References

If you have participated at MAIN ST. within the past two years and your operation has changed, you must mail / e-mail a photograph along with a listing of your experience with references and contact numbers.

Please return the completed application to:

**MAIN ST. Fort Worth Arts Festival
Food Concessions**

777 Taylor Street, Suite 100, Fort Worth, TX 76102
FAX 817 335 3113, PHONE: 817 336 2787; festivalinfo@dfwi.org