



January, 2018

Dear friends,

Each August, the American Folk Festival attracts over 90,000 individuals to the Bangor waterfront to enjoy first class music, traditional art, and food.

The Festival is now accepting food vendor applications for the 2018 Festival, on August 24, 25 & 26, 2018. We are seeking food vendors to provide efficient, friendly service to thousands of Festival-goers. Applications will be judged on several criteria; including product popularity, product uniqueness, previous vending experience, and history with the festival (see guidelines for more details).

**Please keep in mind the following important dates in 2018:**

- March 9** Deadline for submission of application and non-refundable \$30 application processing fee.
- Early May** Notification of acceptance or rejection mailed to applicants.
- June 30** Completed contracts, booth fees, electrical order forms & booth sketches must be received at the festival office.  
*No refunds will be given to vendors who withdraw after this date.*
- Aug 24-26** 2018 American Folk Festival on the Bangor Waterfront

Accompanying this letter, you will find the vendor guidelines and an application form. Please thoroughly read the guidelines and fully complete the application. Mail the application and a **non-refundable \$30 application processing fee** to the American Folk Festival, Attn: Food Vendor Selection Committee, PO Box 1206, Bangor ME 04402. Applications must be postmarked by **March 9, 2018**.

Please contact the festival office at (207) 262-7765 if you have any questions. We look forward to receiving your application.

Sincerely,

Heather McCarthy  
Executive Director

Denise Libby  
Site Services Coordinator

Enc.: application, guidelines

American Folk Festival ◇ PO Box 1206 Bangor ME 04402 ◇  
[www.americanfolkfestival.com](http://www.americanfolkfestival.com)

(207) 262-7765

## American Folk Festival on the Bangor Waterfront 2018 Food Vendor Application

The Festival attracts over 90,000 individuals each year. Our goal is to present our festival-goers with high quality, diverse and efficient food vendors. If you would like to be considered as a food vendor for the 2018 AFF, please complete the attached application and submit the following materials:

1. A **completed** and signed application (pages 3, 4, and 5 of this document).
2. *All new applicants or returning vendors with a different booth or trailer* are required to submit one current photograph of your booth or trailer. Photos will not be returned.
3. A \$30 application processing fee, payable to the American Folk Festival.  
This fee is **non-refundable**.

**Forward all materials to the address below. Applications must be postmarked by March 9th, 2018.**

American Folk Festival  
Attn: Food Vendor Selection Committee  
PO Box 1206  
Bangor ME 04402

<b>Mandatory Minimum Hours of Operation</b> (subject to change)
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<b>Friday:</b> 5 pm to 9:30* pm; <b>Saturday:</b> 11 am to 9:30* pm; <b>Sunday:</b> 11 am to 6:00* pm
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\*Vendors may choose to stay open until the end of the last performance (approximately 10:30pm).

\*Vehicles will not be allowed on-site until the times stated in the vendor guidelines (see page 10). The vehicle on-site schedule in the guidelines is firm.

## American Folk Festival on the Bangor Waterfront 2018 Food Vendor Application

This application must be filled out COMPLETELY by new and returning vendors. **Incomplete applications will NOT be considered.** This application is not an offer or guarantee of space. If you are applying for more than one vending space, submit an application and a \$30 application processing fee for each space you are applying for.

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

ME State Sales Tax #: \_\_\_\_\_ Establishment ID #: \_\_\_\_\_

The Festival receives inquiries from others in need of food vendors for various events. May we share your contact information with these event organizers?    Yes    No

**NEW applicants: Please describe your previous vending experience:**

Festival Name	Year	Estimated Crowd Size
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ALL applicants: Please attach a list of ALL the items you wish to sell, including beverages, please include prices. Items not listed, and not approved will not be allowed.**

# Booth Details & Vendor Placement - To be completed by ALL applicants.

## 1. How do you set up your food operations? (please circle)

tent      trailer      enclosed wooden booth      open-sided wooden booth      other \_\_\_\_\_

Please review the Fire Code Requirements on pages 8 & 9 of the guidelines.

## 2. Size of Space Needed: (Ground measurements, including storage area & overhead awnings.)

Frontage feet (**minimum of 10ft, not including tongue**): \_\_\_\_\_ Trailer tongue/hitch length \_\_\_\_\_\*  
depth: \_\_\_\_\_

\* Please indicate the exact length of any trailer tongues/hitches that impact the amount of frontage feet needed for your booth. **You won't be charged for it**, but it will help us determine how much space we need between vendors when laying out the food courts.

## 3. Do you use fuel?

\_\_\_\_\_ no  
\_\_\_\_\_ yes - please circle which type(s) propane wood charcoal other \_\_\_\_\_

*\* Please note, generators are NOT allowed.*

## 4. Booth Layout (choose one).

\_\_\_ I am a NEW vendor and have included a completed booth sketch form (Attachment B).

\_\_\_ I am a returning vendor and have no changes to my booth layout from 2017.

\_\_\_ I am returning vendor with a NEW booth layout and have included a completed booth sketch form (Attachment B).

*Please understand that food vendor placement and the location of Festival food courts are subject to change if there are changes to the Festival site.*

The following factors impact food vendor placement: booth type, fuel type, electrical needs, booth layout & dimensions, and menu. Once these factors have been considered, priority will be given to vendors with the most seniority (number of consecutive years as a Festival food vendor) in good standing (timely application, account current).

*Details regarding vendor booth location will be included in the vendor acceptance materials.*

Is there any other information about your business and/or product that you would like the review committee to know?

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**1** Please **initial** each item

<input type="checkbox"/>	I have included a signed application. (pages 3-5)
<input type="checkbox"/>	I have included a <b>NON-REFUNDABLE</b> \$30 application fee, payable to the American Folk Festival.

I am a...

**Choose One**

<input type="checkbox"/>	I am a NEW applicant (have not been an AFF vendor before) and have included <b>at least one current photograph</b> of my booth/trailer. I understand that photos will <u>not</u> be returned.
<input type="checkbox"/>	I am a returning vendor with a different booth or trailer and have included <b>at least one current photograph</b> of my booth/trailer. I understand that photos will <u>not</u> be returned.
<input type="checkbox"/>	I am a returning vendor with NO changes to booth setup and have NOT included a photograph.

*If I am accepted as a food vendor,*

**Initial each item**

<input type="checkbox"/>	I agree to provide certification of insurance (see guidelines).
<input type="checkbox"/>	I understand that my space rental fee cannot be refunded after June 30, 2018.
<input type="checkbox"/>	I understand that the festival does not carry insurance to cover my personal property and that I store equipment at my own risk.
<input type="checkbox"/>	I understand that, as an independent contractor, I will be responsible for reporting sales tax directly to the State of Maine.
<input type="checkbox"/>	I understand that the festival makes no sales guarantees.
<input type="checkbox"/>	I understand that the producers of the festival will determine my booth's location.
<input type="checkbox"/>	I have read the Food Vendor Guidelines and agree to abide by them.

**2** Risk and Liability

<p>I, the undersigned, hereby release and agree to hold harmless the American Folk Festival on the Bangor Waterfront from any damage to my property or any personal injury which I or my helpers may sustain while participating in the American Folk Festival on the Bangor Waterfront on August 23, 24, 25, and 26, 2018. Further, I agree to abide by the guidelines for participation, as listed in the Food Vendor Guidelines and all policies and guidelines developed by the American Folk Festival planning committee. I understand that failure to follow these regulations can mean expulsion from this year's or future festivals.</p>	
Signature:	Date:

**Incomplete applications will not be considered.**

**3** Mail application package (postmarked by **March 9, 2018**) to:

American Folk Festival  
 Attn: Food Vendor Selection Committee  
 PO Box 1206  
 Bangor, ME 04402

If you have any questions, please contact the Festival office at 207-262-7765.

*The committee will make its selections and notify applicants in early May 2018.*

## AMERICAN FOLK FESTIVAL on the Bangor Waterfront

### 2018 Food Vendor Guidelines

August 24, 25 & 26, 2018

#### Application and Review Process

- » Vendors must apply each year, even if they are returning.
- » Application and past participation does not guarantee acceptance.
- » A non-refundable application processing fee of \$30 must accompany each application.
- » All questions on the application must be completed. **Incomplete applications will not be considered.** Festival organizers may request clarification; failure to provide requested clarification is grounds for rejection.
- » Applications must be postmarked by the **March 9, 2018** deadline. Timely applications will be considered before late applications.
- » Failure to meet application or contract fee deadlines may result in forfeiture of booth location and/or acceptance.
- » The American Folk Festival reserves the right to reject any and all applications.
- » All food vendors are reviewed by a committee. Applications are graded on product uniqueness, previous vending experience, history with the festival, product quality, business location, non-profit status and overall presentation of the application.
- » Food vendors will be chosen for the following food vendor categories: Ethnic Foods, Maine/Regional Foods, Snacks/Desserts, Other Main Dishes and Beverages.
- » In the interest of presenting to festival-goers as wide a selection of food and menu items as possible, the Festival may limit a specific type of food, or food or beverage item.

#### Hours of Operation

- » Festival Food Vendor minimum hours of operation are:

Friday	5 p.m. to 9:30 p.m.
Saturday	11 a.m. to 9:30 p.m.
Sunday	11 a.m. to 6:00 p.m.
- » Booths must be staffed for all contracted hours.
- » The festival goes on **rain or shine unless extraordinary weather presents a safety issue.** All vendors are expected to be open during the hours listed above unless they are notified by Festival personnel.
- » Vendors may choose to stay open until the end of the last performance (approximately 10:30pm).
- » Vehicles will not be allowed on-site until the times stated in the vendor guidelines (see page 10).

#### Pricing

Booth Fees cover all 3 days of the Festival.

- Booth Fee is \$100/per frontage foot not including tongue/hitch, with a minimum 10ft frontage.
- » All vendors are required to have a potable water hookup. Fee is \$150.
- » The fee for on-site electricity will depend on usage. Invited vendors will receive an electrical service order form with acceptance materials in early May.
- » Off-site electricity for refrigerated storage trucks & vans is available for an additional cost.

#### Payment/Refunds

- » The AFF requires that all vendors (with the exception of Nonprofit Organizations) pay their balance in-full by June 30, 2018.
  - » Non-Profits: Vendors must pay one-third of their balance due by June 30, 2018 to have their space held. The remaining balance is due by September 30<sup>th</sup>, 2018.
- » Credit Card/Debit Card Payments: Vendors using a Credit Card or Debit Card to make a payment are responsible for paying the 5% processing fee in addition to their booth payment.
- » No refunds for cancellations after **June 30, 2018**.
- » No refunds for inclement weather.

## Vendor Placement

- » The Festival will assign booth locations to each vendor. Please understand that food vendor placement and the location of Festival food courts are subject to change if there are changes to the Festival site.
- » No space will be held without a completed contract and payment by June 30, 2018.
- » The following factors impact food vendor placement:
  - Booth type
  - Fuel type
  - Electrical needs
  - Booth layout & dimensions
  - Menu (The Festival's goal is to invite no more than 2 vendors who sell the same type of food [Thai, Indian, etc] or similar menu items [pulled pork, lobster rolls, etc.] and to place vendors who sell similar types of food and/or menu items in different food courts.)
- » Once these factors have been considered, priority will be given to vendors with the most seniority (number of consecutive years as a Festival food vendor) in good standing (timely application, account current).

## Set up and Inspection

- » If you have a *self-contained unit (anything other than a tent)*, you MUST arrive and set up between 8 a.m. and 4 p.m. on Thursday, August 23, 2018; and be set up for inspection, by 9am on Friday August 24<sup>th</sup>.
- » If you are using *tents* (either self-provided or Festival-provided), you MUST arrive and set up between 8 a.m. and noon on Friday, August 24, 2018 and be ready for inspection by 1pm.
- » Booths must be operational to the public by 5 p.m. on Friday, August 24, 2018.

## Space Details

- » **Booth frontage must be a minimum of 10ft.**
- » Vendors may not trade, switch, or set up in another area.
- » Booth depth is limited to 20 or 30 feet, depending upon location.
- » Vendors must restrict all activities to their booth space.
- » Condiment push carts and Coke coolers are the only things allowed in front of food vendor booths, and must remain within the boundaries of the vendors' frontage space. Vendors may deploy push carts only after vehicles are off-site on Festival Friday.
- » Vendors may not advertise outside of their booth space (this includes but is not limited to: the use of rovers, fliers and sandwich boards.)
- » Space-sharing or subletting will not be permitted, nor can the vendor assign the contract to another party.
- » Raffles are not allowed.
- » Camping or otherwise personally staying overnight is not allowed on the festival site.
- » Generators are not allowed.
- » Although there will be security on Friday and Saturday nights, fixtures and materials are left overnight at the vendors' risk. The AFF's insurance will not cover personal property; vendors must obtain their own insurance.
- » Vendor is responsible for a clean booth area, free of debris.
- » Change may be available from the Festival; information will be included in acceptance packet.
- » Vendors are responsible for providing their own nighttime lighting.

## Booth Covering

- » Canopies/tents are required for every food vendor. Vendors bringing their own canopy/tent need to provide proof that the canopy/tent is flame retardant (tag or certification). Tarps are not an acceptable canopy. Vendors needing a tent can rent one from the Festival for a fee (see pricing below), which includes tent set-up.
- » The Festival will provide a tent at the following rate:
  - 10 x 10 \$200
  - 10 x 20 \$300
  - 15 x 15 \$340
  - 20 x 20 \$400

Tent sides are available by request at the rate of \$1/linear foot. (Ex: one tent side for a 10x10 tent is \$10.)

## Menu

- » Only menu items approved by the Food Vendor Selection Committee and listed on contract may be sold at the Festival.
- » Vendors must list on their application **ALL** items they wish to sell. Items not listed and approved may not be sold and must be removed from vendor's booth.
- » Non-food items may not be sold.
- » In the interest of presenting as wide a selection of food and menu items as possible, the Festival office may limit a specific type of food or food or beverage item.
- » Vendors are not granted exclusive rights to sell any particular item.
- » Changes/additions are only allowed with pre-approval by the Festival prior to June 30, 2018.

## Food Tickets

- » The Festival provides food tickets for staff and artists to use at the Festival food courts. **Vendor agrees to treat them as cash (one ticket = \$1.00).**
- » Once the Festival is over, you must submit these coupons by mailing them to the Festival Office **no later than September 30, 2018** to pay for any fees due (ice, etc.) or for a refund.

## Marketing

All Festival food vendors will receive the following marketing benefits:

- » A listing on the Festival's website, with a link to the vendor's website (if provided).
- » A listing in the Festival's Official Program Guide.
- » A listing in one of the Festival's newsletters.

## Health & Safety

- » Any vendor not complying with City and State regulations will be immediately closed down and not permitted to return for future Festivals.
- » Food production techniques must meet City and State statutes.
- » Vendors must comply with all federal, state, and local health regulations. For more information, contact the City of Bangor's Code Enforcement Division at (207) 992-4200.
- » Vendors must comply with AFF guidelines for the disposal of greywater, grease, and hot coals.
- » Each vendor will have on hand a portable fire extinguisher that has affixed a current inspection tag. The minimum size extinguisher is a dry chemical rated 2A 10BC. For those vendors that will be using deep frying equipment, a Type K portable fire extinguisher is also required in addition to the ABC type.
- » All propane tanks must be firmly secured on a hard, non-combustible surface. Vendors must supply their own surface on which to secure tanks; the ground alone does not qualify. Bungee cords are not an acceptable form of securing propane tanks.
- » Propane tanks need to be 10 feet away from electrical meters, open flame, freezers and refrigerators.



- » NOTE TO VENDORS PROVIDING THEIR OWN TENT – you must be able to provide proof that your tent's material is flame retardant. Proof can be in the form of a label on the tent, or a letter from the company that treated your tent.

### Water

- » All food vendors are required to have a hand washing station in their booth, as well as a system for washing dishes that meets State/City health code requirement. Therefore, all food vendors will require a potable water hookup.
- » There is a fee of \$150 for a potable water hookup.
- » Vendors must supply an approved backflow device for each connection.

### Fire Code Requirements

- » **ALL** food vendors must comply with the codes for combustibles, canopies, fuel tanks for cooking, fire extinguishers and solid fuel.  
*More detailed information will be included in acceptance packets.*

### Permits & Inspections

- » All Festival food vendors are required to have a State of Maine Health Inspection License. Required license application information will be sent to those vendors who are invited to vend. Vendors are responsible for submitting the form by the indicated date. Vendors will not receive their license until they submit the required paperwork, pay any applicable fee, and pass an on-site inspection.
- » Your booth will be inspected by a State Health Inspector, a Propane/Natural Gas Inspector (if you use propane/natural gas) and a Fire Marshal.
- » Inspection schedule:
  - State Health Inspection: inspection schedule TBD
  - Fire Marshal/Propane and Natural Gas: Vendors will be inspected on Friday.

### Electricity

- » **Vendors must provide one Ground Fault Circuit Interrupter per circuit to be used (Attachment A).**
- » The fee for on-site electricity will depend on usage. Fees range from \$0 to \$150.
- » Upon acceptance, vendors will receive an electricity order form which will outline the electrical fee structure. Vendors will be required to submit the electricity order form, along with payment to the Festival office by June 30, 2018. The AFF will not guarantee electrical service beyond that which is indicated on the order form.
- » The AFF has limited electrical service availability for refrigerated vans/trucks at a location separate from the vendors' booths for an additional charge. Vendors must indicate this need on the electrical order form in order to be considered for this opportunity. The AFF is not obliged to provide this resource in the event of late requests.
- » Vendors must place electrical plugs where the AFF directs them.
- » Vendors should bring **one 12-gauge cord per circuit** and other outlet strips as needed. Cords should be labeled with the business name at both ends. All cords not of acceptable gauge will be disconnected.
- » Additional power may be available at some locations and will be charged on a time and materials basis.
- » The AFF will not be obligated to meet extra power requests received after **June 30, 2018**.

### Beverages & Ice

- » Vendors wishing to sell beverages must sell Coca-Cola products (carbonated sodas, water, and iced teas) unless the AFF deems their handcrafted product unique.
- » Vendors may purchase Coca-Cola products on-site from Coca-Cola directly for sale at their own booth.
- » Ice must be purchased from the AFF on site.

### **Vehicles on Site**

- » **Vehicles** are **allowed** on-site **ONLY** during the following times:
  - Friday – until 3 p.m. & after 11 p.m.
  - Saturday – until 10 a.m. & after 11 p.m.
  - Sunday – until 10 a.m. & after 7 p.m.
- » For the safety of the festival's attendees, vehicles are **not allowed** to move onto or within the site during operating hours or during a window before and after scheduled events when attendees arrive and depart.
- » Vehicles on-site schedule is firm.
- » Vendors will receive **one** parking pass for the designated vendor parking lot. Vendors must park their vehicle in this lot and may not remove the vehicle from the lot until after operating hours.
- » Only authorized vehicles may be parked on Festival grounds. Vehicles are NOT allowed to be parked behind or near vendor booths during the Festival.

### **Booth Clean Up**

- » Vendors may not dismantle booths before 6:30 p.m. on Sunday, August 26, 2018.
- » Be aware that pedestrians will still be present on Festival grounds during tear-down.
- » Vendors must take home their entire booths – including carpet, display racks, storage containers, and decorations.
- » All booths must be broken down by 10 p.m. Sunday.
- » Any vendors failing to completely clean up their booth areas must pay a clean-up fee, as well as a \$250 cleaning deposit for the following year's festival.

### **Trash & Grey Water disposal**

- » Vendors must properly dispose of trash, cardboard, grease and grey water as directed by Festival personnel.

### **Taxes & Insurance**

- » Vendors are responsible for all state and federal taxes. Call (207) 624-9693 for your Maine State Sales Tax number.
- » Vendors must furnish the AFF with a certificate of insurance showing liability insurance minimum coverages of \$1,000,000 per occurrence Bodily Injury *and* \$1,000,000 per occurrence Property Damage. ***The American Folk Festival must be named as an additional insured.***
- » The AFF disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities adhering to all local and state ordinances and regulations.
- » The AFF does not have separate vendor coverage under any insurance it may maintain.

Vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not invited to apply. The AFF reserves the right to amend these guidelines as needed.

**In the event of a dispute, the decision of the AFF Board of Directors will be accepted as final.**

*Attachment A*

**ALL Vendors are required to have one GFCI unit per circuit.**

- Vendors may choose to purchase the one pictured below at GME Supply Co. (<https://www.gmesupply.com/50020-gfci-pow-r-block>) or vendors can use a similar product from a different retailer.

**Waterproof In-Line GFCI to POW-R-Block Unit - 50020**

This Ground Fault Circuit Interrupter is great for indoor and outdoor use since it has SJTW wire type. The SJTW is a hard service cord, thermoplastic constructed jacket, 300 volt, weather resistant for outdoor use. This GFCI is a permanently molded triple outlet Pow-R-Block with in-line GFCI unit. This unit has both manual test and reset buttons.

**Features:**

- 2' Long
- GA/COND: 12/3
- 125V Rating: 15A
- SJTW wire type
- Reset and Manual Test buttons
- NEMA 5-15P to NEMA 5-15R

**Waterproof In-Line GFCI to POW-R-Block Unit - 12/3  
SJTW - 15A - 2'**



*Attachment B*  
**BOOTH SKETCH**

Please provide a “birds-eye” view of your booth layout. Include all of the following:

- Location of cooking area(s) – detailing how many and where the fryers and grills are, freezer(s), refrigerator(s), hand wash sink(s), soda cooler
- Location of any PROPANE TANKS

**ALL** elements of your booth:

- Tent(s),
- Trailer tongues (size and location w/in the booth),
- Trailer Tongue Length \_\_\_\_\_ feet
- Where you will be serving food from,
- Anything you plan on placing in front of your booth, etc.

Everything included for your vendor operations must be included in your sketch. You must operate within the confines of the dimensions indicated on your contract.

BACK OF BOOTH

Depth = \_\_\_\_\_ feet

Frontage = \_\_\_\_\_ feet