

Participation Guidelines

Food Vendor Information Page

Building STEAM Maker Festival.

The 2016 Festival will run from May 13-15

Bell Works
101 Crawfords Corner Road
Holmdel, NJ 07733

The Building STEAM Maker Festival committee has worked hard to provide you with a great opportunity for success at our event.

Building STEAM Maker Festival strives to maintain a balance and diversity in food vendor offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

Set-up

If you plan to sell on Friday, May 13th., set-up begins Thursday, May 12 at 10:00 am. If you plan to sell only on Saturday and Sunday, you may set up after 5:00pm on Friday the 13th and set-up must be complete by 9:00am on Saturday the 14th. For your convenience, the building will remain open 24/7. You may only conduct business within your leased space. Spaces may not be transferred, assigned or subleased. Necessary inspections will begin no less than 1-hour prior to opening. All trucks MUST have a fire extinguisher on site and serviced in the past year. All trucks MUST have a class K1 fire extinguisher on site serviced in the past six months.

Breakdown

Breakdown begins at the close of the festival on Sunday evening. When you are completely broken down and your materials are out of the building and stowed for transportation, you will be given your \$100 security deposit back. For convenience, all security deposits must be paid in cash and will be returned as cash. If you cannot complete breakdown on Sunday, please make arrangement with the Building STEAM Maker Festival committee in advance.

Participation Guidelines

Breakdown (con't)

- Food/Concessionaires are not to begin striking their display until Sunday night at 5 p.m. Exhibits must remain open until event closing. If exhibitor is sold out, truck and setup must remain in place. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.

Proposed Menu Offerings

- List the items you want to sell at the festival. Please try to be as specific as possible and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.
- EIGHT ITEM LIMIT Please try to stay within this suggested limit. If the Festival committee feels your projected selling prices are too high, we will tell you so.
- Reminder: No beverages or otherwise, may be sold without prior approval of the Festival Committee. The sale of alcoholic beverages is strictly prohibited.
- Sale of beverages will be reserved exclusively for Building STEAM Maker Festival except with express permission from Building STEAM Maker Festival of specific non-competing specialty beverages. Building STEAM Maker Festival also reserves the right to restrict which items will be sold.

Picnic/Eating Area

- Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy. Building STEAM Maker Festival will supply garbage cans.
- Food/Concessionaires are required to keep a neat, presentable booth at all times.
- Booth occupants are responsible for maintaining the safety and cleanliness of their areas.
- The exhibitor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive and well maintained. Keep all packaging materials out of site. You are responsible for setting up, maintaining and removing your own booth, your merchandise. At the end of the event, your trash must be placed in a pre-defined location.
- An ample amount of trash receptacles will be provided. Protecting our environment is important, hence recycling containers will be provided throughout the event site.

Participation Guidelines

Signage

- Prices of food items must be clearly displayed along with methods of payment accepted.
- The festival will not be cancelled because of rain. This is an indoor / outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand the weather.
- All signs and displays must look professional. Prices must be displayed.

Code of Conduct

- All vendor personnel should conduct themselves within the Festival grounds in accordance with the first class standards of their respective industry or profession, shall dress appropriately, be neat and clean in appearance, refrain from using profanity or other objectionable conduct, and all interactions with the Building STEAM Maker Festival guests shall be courteous and professional.
- Misconduct of any kind will not be tolerated, including, but not limited to, theft, vandalism, sales or attempted sales of narcotics, or the presence of any vendor personnel on Building STEAM Maker Festival grounds while under the influence of alcohol or of any intoxicant, narcotic, or any other sensory-impairing substance – any of which will be grounds for immediate ejection and/or arrest by Building STEAM Maker Festival security. Building STEAM Maker Festival reserves the right in its sole discretion to refer any person to law enforcement for any reason.
- Building STEAM Maker Festival will provide day and evening security, but food/concessionaire agrees to hold above-listed organizations harmless for any injury, theft or other loss that may occur to property or person during the load- in/set-up, event, and break-down/load-out of the Festival.

Food Truck Location

- Building STEAM Maker Festival staff will assign all locations. While written location requests will be considered, placement will be at the sole discretion of the Building STEAM Maker Festival staff. Use of any property is strictly limited to assigned location. Exhibitor/Concessionaire parking is provided in designated areas only. With the exception of specified set- up/load-in and break-down/load-out times, vehicles will not be permitted at event site. There is plenty of ample parking for non Food Truck vendor automobiles.

Participation Guidelines

Documentation

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. A photograph of the concession set-up and detailed description of products/items to be sold is required for vendors. Photos may be used for online advertising of your truck.
2. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
3. \$750.00 vendor fee. Check or credit card must be sent with the completed and signed application by March 30, 2016.
4. Certificate of Insurance naming Building STEAM Maker Festival as an additional insured prior to the event.

INSURANCE VERIFICATION - Each exhibitor must provide Building STEAM Maker Festival with a certificate for Comprehensive General Liability and Automobile Insurance of \$1,000,000 (one million) per occurrence / \$2,000,000 (two million) Aggregate and \$1,000,000 (one million) CSL Auto Liability coverage, plus Workers Compensation Insurance* as provided by the statutory limits of \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease for each employee. Building STEAM Maker Festival must be listed as additional insured under general liability in relation to show participation, on the certificate under "Description of Operations / Locations / Vehicles / Exclusions added by Endorsement / Special Provision".

* There are two exceptions to the Workers Compensation requirement (1) Canadian exhibitors and (2) any vendor that is self-employed with zero employees; this exhibitor must submit a date/signed letter stating, "I am self-employed with zero employees and therefore exempt for carrying Workers Compensation. Exhibitors who retain subcontractors must have those subcontractors submit certificates as outlined for exhibitors. The exhibitor must provide that subcontractor's certificate when providing its own certificate. Certificates are required with deposit.

Participation Guidelines

Permits/Licensing/Tax

- It is the sole responsibility of each exhibitor / concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. Please note: Food vendors should expect inspection of food operations by the municipal health department.
- Exhibitors must comply with New Jersey Sales Tax Laws. Exhibitors must have a valid New Jersey Sales Tax card available for display. It is the responsibility of exhibitors to comply with all sales tax regulations for the charge, collection and remittance of sales tax to the NJ Div. of Taxation. To obtain a NJ Sales Tax Card, call the State of New Jersey at (609) 588-2200.

Utilities

- You can use propane to run your truck during the day. Generators may be used with Building STEAM Maker Festival approval. Vendor agrees to hold Building STEAM Maker Festival, and any officers and /or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction.

Consents

- Vendor hereby requests permission to display and sell the products / services listed above.
- Building STEAM Maker Festival, reserves the right to approve any product / items a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product / item. DO NOT bring items to the Building STEAM Maker Festival unless previously approved.
- Event organizers reserve the right to refuse the sale and /or display of any items deemed inappropriate.

Entering the Building STEAM Maker Festival grounds indicates ones acceptance of, and agreement to observe and not otherwise violate Building STEAM Maker Festival rules and regulations, Those who are admitted into the Building STEAM Maker Festival grounds are deemed licensees whose permission to remain on the property may be revoked by Building STEAM Maker Festival at any time, with or without cause. Building STEAM Maker Festival reserves the right to issue verbal warnings to anyone prior too ejection.