

49th Annual Capital A'Fair

Bismarck, ND

SATURDAY
AUGUST 5, 2023
&
SUNDAY
AUGUST 6, 2023

FOOD VENDOR APPLICATION



Calendar

April 1, 2023

Application Postmark Deadline

April 29, 2023

Notification of selection mailed &
checks deposited

Friday, August 4, 2023

Site opens for assigned setup times, 6 pm

Saturday, August 5, 2023

Festival Hours: 10 am - 6 pm

Sunday, August 6, 2023

Festival Hours: 10 am - 4 pm

REGISTRATION AND FEES

***Attention:** ND Facility Management provides electricity for Capital A'Fair. **Facility Management can accommodate only 9 vendors requiring 250 volt hook up and 10-12 vendors requiring 120 volt hook ups. Booths will be assigned on a first come basis.** Applications requesting electricity after slots are filled will go on a waiting list or vendors can bring their own generators. This will not affect vendors not requiring electricity.

- Registration is \$200.00 per booth space.
- Electrical fee is \$85.00 for those requiring electricity.
- Garbage fee deposit of \$100.00 is required for all food vendors (separate check).
- Notification of acceptance will be sent following approval. On April 29, 2023 checks

will be returned if the vendor is not accepted.

- Once a vendor is accepted, no registration fee refunds will be given after May 15, 2023.

FOOD BOOTH POLICIES

- No preference is given to organizations serving food items in previous years.
- CAF no longer restricts food booths to one food item without duplication. **Jurying of food items will occur if 3 or more vendors are offering the same menu.**

BAGA HAS THE SOLE CONCESSION ON BEVERAGES. No beverages may be sold or given away (i.e. pop, tea, water, coffee, etc.).

BOOTH SIZE

Booth size is 10' deep x 15' wide. Measurements must include the tongue of the trailer. NO LARGER THAN 10' DEEP WILL BE ALLOWED TO SET UP. THERE WILL BE NO EXCEPTIONS!

If your booth is longer than the allowed space, you will be required to purchase two spaces. Booth locations will be assigned according to electrical needs by Facility Management.

***NEW POLICY: Facility Management will shut off all power at 5:30 P.M. on Sunday evening.**

Food vendors using electricity will be assigned a check-in time. Failure to meet set up time will result in an alternate location without electricity.

Set Up - Friday, August 4 Vendors will be sent an assigned set up time starting at 6:00 pm.

Saturday, August 5: Vendors not requiring electricity may set up between 7 am - 9 am.

FOOD VENDOR REQUIREMENTS

- Have a working fire extinguisher.
- Provide 3 refuse containers available for public use; vendors must empty and reline these containers on a timely basis.
- Carry all garbage bags to dumpster.
- Each vendor is responsible for picking up around their area.
- Serve only food items approved by Food Committee.
- Only stand-alone generators are allowed. The State Facility Management at the Capitol regulates the electrical hookups. If you decide to use a generator, please contact BAGA. All

vendors using electricity, either 220 or 120, must bring their own cords - **a minimum of 100 feet in good condition. Each vendor is limited to one cord, which means one hookup.** State Facility Management electricians place all booths according to their electrical needs, size requirements, serving windows, trailers, tents, etc. **Please note that all power will be disconnected at 5:30 on Sunday evening.**

SALES TAX

All vendors are responsible for collecting North Dakota sales tax on all sales made during the fair. Sales tax schedules are short-term forms. Following the event, all vendor names will be submitted, as required, to the State of North Dakota Tax Commissioner. Email: taxregistration@nd.gov for your ND Sales Tax Permit.

GARBAGE AND TEAR DOWN

A garbage deposit of \$100 is required of all food vendors. This must be written as a separate check. You are required to stay to the end of the show. A food booth volunteer must see your cleaned area before you leave. If you do not wait to be checked out, YOU WILL FORFEIT YOUR DEPOSIT.

INSURANCE

All food vendors are required to carry general liability insurance that a) is in force during the entire event, b) has limits of liability of at least \$250,000 per person and \$1,000,000 per occurrence, and c) names Bismarck Art & Galleries Association as additional insured. Certificate of insurance must be in our office by **July 20th** and must clearly show the expiration date and the amount of coverage. If vendors are not in compliance, they will not be allowed to set up at the event.

HEALTH REQUIREMENTS

All food vendors must contact Bismarck Burleigh Public Health—Environmental Division at 701-355 3400 for a city food permit. They are located at 500 East Front Avenue, Bismarck. Food permits are \$75.00 for booths and chuck wagons. You can print an application by logging onto <http://www.bismarck.org>, and select departments and search under public health for environmental health.

Services

- Vendors will receive a Hospitality Packet that includes drink coupons and information at check-in.
- Security will be provided from Friday at 8 pm until Sunday at 4 pm.
- Restrooms & parking are provided during the event.
- Orange juice, coffee and breakfast bars will be provided on Saturday and Sunday morning.

RULES

- One vendor per booth.
- No pets allowed in the food booth.
- Food must be served during the hours of Capital A'Fair.
- Vendors must obtain a food permit and comply with all city/state health regulations.
- Vendors using electricity must secure all cords with duct tape.
- Any vendors requiring electricity must provide their own cords; the cords must be in good condition and sized for the current (amps) they will be carrying. Minimum cord requirements are 12/3 (20 amps) and cords must be at least 100 feet long.
- All vendors are required to carry insurance.
- Vendors should be prepared for inclement weather.
- Vendors are not permitted to take down their booths prior to 4 pm on Sunday.
- Alcoholic beverages are not allowed in a booth to be sold or consumed by working staff.
- Refunds will not be given after May 15th.
- Smoking is not permitted in any food booth.

FOR MORE INFORMATION

Contact: Lynae Hanson
701-223-5986
Fax: 701-223-8960
Email: Lynae@bismarck-art.org

**CAPITAL A'FAIR 2023
APPLICATION FOR FOOD VENDORS
APPLICATION MUST BE POSTMARKED NO LATER
THAN APRIL 1, 2023**

For Office Use Only

Check # _____
Amount _____
of Booths _____
Garbage Dep. _____
Insurance _____
Electricity ___yes ___no
Deposit _____

****Attention:** ND Facility Management provides electricity for Capital A'Fair. Facility Management can accommodate only 9 vendors requiring 250 volt hook up and 10-12 vendors requiring 120 volt hook ups. Booths will be assigned on a first come basis. Applications requesting electricity after slots are filled will go on a waiting list or vendors can bring their own generators. This will not affect vendors not requiring electricity. If you decide to use a generator please contact BAGA. All vendors using electricity either 250 or 120 must bring their own cords, in good condition, at a minimum of 100 ft.

**Each vendor is limited to one cord and one hookup.
Facility Management will shut off all power at 5:30 P.M. on Sunday evening.**

Please print or type.

CONTACT NAME: _____

BUSINESS NAME: _____

STREET ADDRESS OR PO BOX: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

E-MAIL: _____ ND Sales Tax Permit # _____

Number of Booth Spaces (If longer than 15 feet, with tongue, you must purchase 2 spaces!)

One Space ____ Two Spaces ____ (Spaces are \$200.00 each)

Electrical Charge ____ (\$85.00 added to booth fee)

Garbage Deposit ____ (\$100.00 - Write a separate check for garbage deposit.)

NOTE: Certificate of Liability Insurance must be in the BAGA office by July 20, 2023

All Vendors Must Complete This Section:

DIMENSIONS OF YOUR VENDING UNIT: BOOTH SPACE IS 10' DEEP X 15' LONG. TONGUE OF TRAILER MUST BE INCLUDED IN MEASUREMENTS. NO LARGER THAN 10 FEET DEEP WILL BE ALLOWED TO SET UP. IF YOUR MEASUREMENT IS NOT ACCURATE, YOU MAY NOT FIT INTO LOCATION ASSIGNED TO YOU. PLEASE MEASURE CAREFULLY!

The following information is necessary for the ND Facility Management for placement.

- Enclose a picture of your unit.
- WIDTH: _____ Make sure you include serving window overhang.
Which side is serving window? ____ Driver's Side ____ Passenger Side
- LENGTH: _____ Make sure you measure end to end and include tongue in this measurement if you have a trailer.
- Please CHECK the type of serving unit you operate:
Tent ____ Wooden Stand ____ Trailer ____ Van ____ (OVER PLEASE)

Electrical Needs

I will need electricity: _____ Yes _____ No

Any vendors requiring electricity must provide their own cords, the cords must be in good condition and sized for the current (amps) they will be carrying. 12/3 cord is the minimum. Examples:

12/3 – 20 amps; 10/3 – 30 amps; 8/3 – 40 amps; 6/3 – 50 amps

All cords must be able to be plugged into one of the following receptacle types.

Please CHECK the outlet you will be using.

_____ 14-50R – 208V – 50 Amp

_____ 14-30R – 208V – 30 Amp

_____ 5-20R – 120V – 20 Amp

No-Direct cord tie-ins are allowed. Some adjusting is always necessary during set up. Facility Management electricians will not repair or alter vendor equipment. All power requests must be submitted with entry application.

Call Jim Leingang at 701-328-2471 if you have questions.

**Only ONE CORD & ONE HOOKUP per vendor!
Electricity will be shut off at 5:30 P.M. on Sunday evening.**

Generators

If you are using a generator it must be a stand-alone generator. Generators must be muffled to 80 D.B. max. (For noise). No other generators will be allowed due to noise factor.

Food Selection

No preference is given to organizations serving food items in previous years. Food items to be sold must be listed below. Jurying of food items will occur if 3 or more vendors are offering the same menu. **VENDORS MAY NOT SELL BEVERAGES. BAGA HAS SOLE CONCESSION ON ALL BEVERAGES. NO BEVERAGES MAY BE SOLD OR GIVEN AWAY (POP, TEA, WATER, COFFEE, ETC.)**

Menu Choices: _____

Application Check List

- _____ Are all measurements exact?
- _____ Did you mark electrical needs?
- _____ Have you enclosed a Certificate of Insurance, both product & liability?
- _____ Have you included a picture of your unit?
- _____ Have you enclosed all necessary fees? Booth?__ Garbage Deposit?__ Electrical? __

Please read the following statements and sign if your organization/business is willing to comply.

- I understand I cannot distribute any informational materials, sell or give away any beverages or subcontract with commercial vendors.
- Bismarck Art & Galleries Association has the sole concession on beverage sales.
- Bismarck Art & Galleries Association accepts no liability for inclement weather, damaged goods or injuries incurred during Capital A’Fair 2023
- All vendors must submit proof of insurance coverage, obtain a license or food permit, and comply with city and state health requirements.

I have read and agree to the rules and regulations enclosed.

Signature of Food Vendor

Please return this application to:
**Bismarck Art & Galleries Association,
 422 E Front Ave., Bismarck, ND 58504.**

It must be postmarked by **April 1, 2023**