

2011 Rabbit Fest

APPLICATION and CONTRACT - FOOD VENDORS

RABBIT FEST DATES: May 19-22, 2011 (Thursday through Sunday)

1. BOOTH DESCRIPTION:

- Vendor spaces are located out of doors at the Copperas Cove City Park. All vendors will supply their own furnishings - tents, tables, chairs, awnings, supplies, lighting and electrical power cords, water hoses, etc.
- All sale items and display items **must** be contained within the 10' x 20' assigned booth area. If the merchandise or equipment extends past the 10' x 20' area then the vendor will be required to purchase an additional space.
- **Electricity** for lighting and registers will be provided at no additional cost. Each vendor will be allowed one 110 volt electrical outlet. Additional electrical requirements must be requested on the application and approved by the committee. **An additional fee** will be applied depending upon the need. Vendors will provide their own heavy-duty electrical power cords. (We recommend a minimum of 100 feet of cord.)
- Confirmation on your space(s) will be sent to you upon receipt of full payment and pending the approval and acceptance of your menu by the Rabbit Fest coordinating committee. Your booth assignment and parking passes will be given to you upon your arrival to the festival or mailed to you (if time allows).
- Booths will be filled on seniority, first-come, first-served basis – pending acceptance.
- The chamber will furnish space and water for the concession whenever possible and feasible.

2. BOOTH FEES:

- **REGULAR FEE** (until May 6th - \$650 for a 10' x 20' space (payable in advance).
- **LATE FEE** (after May 6th) - \$750.
- **CANCELLATION FEE** - \$100 prior to May 6th.
- **NO REFUNDS** after May 7th.

3. MENU:

- A menu (items to be sold or displayed) must be submitted with the application. A photo of your booth is required.
- **All items** displayed or sold during the show must be listed in the field below labeled "MENU ITEMS OFFERED." Once accepted, a vendor **may not** add any additional items without the approval of the committee. Violations of this rule will result in immediate cancellation of any agreement and forfeiture of all rental monies.

4. RESTRICTIONS:

- No merchandise may be sold bearing the RABBIT FEST logo.
- Absolutely no sleeping overnight in the City Park (other than RV area). No one will be allowed to remain in the Rabbit Fest area more than one hour past closing time. Vendors may return to the area the next morning after 6:00 AM.
- **ABSOLUTELY NO ANIMALS WILL BE ALLOWED ON THE FEST GROUNDS** (exceptions include Service Animals). Boarding information can be obtained at local boarding facilities.
- Food and/or beverages will be sold only by food vendors. This includes bottled water, snow cones, pop corn, cotton candy, etc. (Exceptions may include canned or packaged items.)
- **This is a family oriented event.** NO weapons, guns, knives, fireworks, pornographic material will be allowed. Violators will be subject to immediate removal without refund

of fees. The Rabbit Fest Committee reserves the right to remove vendors which for any reason are deemed objectionable or undesirable and also to prohibit any exhibit, which in their judgment, may detract from the general character of the ongoing event. This reservation includes persons, things, conduct, printed matter, or anything that in the opinion of the committee is not family- oriented.

- There are no exclusives at this festival. We will attempt to limit duplications as much as possible but there is no guarantee that there will not be more than one vendor with the same item. The Rabbit Fest Committee does not attempt to regulate the price of items sold. Each vendor will determine the price of his or her own merchandise and is responsible for paying all applicable sales taxes.

5. RAIN POLICY: The Rabbit Fest will continue, rain or shine, with no refund of fees. Vendors will be allowed to remain or may leave.

6. SECURITY: Security will patrol the Rabbit Fest grounds after the festival closes on Thursday, Friday, and Saturday evenings. Participants are responsible for the security of their own goods. We encourage vendors to secure all items each night before leaving their rented area. The Rabbit Fest committee and its event organizers accept no responsibility for stolen or damaged property, accidents, or injury.

7. VENDORS' MARKET HOURS:

Thursday	5:00 PM to	10:00 PM
Friday	4:00 PM to	10:00 PM
Saturday	10:00 AM to	10:00 PM
Sunday	10:00 AM to	5:00 PM

8. SET UP INFORMATION:

- Committee members will greet vendors upon arrival and be available to assist throughout the festival.
- Vendors are required to be set up by Friday at 3:00 PM.
If you will be delayed in setting up by Friday at 3:00 PM, you **must** notify the Rabbit Fest Committee that you will be late. Failure to do so can result in losing your space.
- Set up times:
 - Thursday - between 8 AM and 3 PM
 - Friday - between 8 AM and 3 PMVendors may set up during these times. You are required to be set up no later Than Friday at 3:00 PM.
- Vehicles will be permitted in the market area for unloading, but must be removed immediately after unloading.
 - 1.) Unload merchandise and booth materials.
 - 2.) Remove your vehicle from the market area.
 - 3.) Then set up your booth and arrange your merchandise in your booth.
- All vehicles must be removed from the market area no later than:
 - 3 PM on Thursday and Friday
 - 9 AM on Saturday and Sunday
- No vehicles will be allowed into the market area during festival hours.

9. TEAR-DOWN TIME: Booths must remain set up until the end of the festival on Sunday, May 22nd at 5 PM.

10. MISCELLANEOUS:

- Two (2) passes will be issued to each exhibitor for admission into the gated areas. Designated areas for vendor parking will be available on a first-come basis. You will display your parking pass in the front window. There will also be a designated parking area for trailers. Trailers will be labeled with a vendor identification form.
- Vendors are responsible for keeping their area clean and safe from all hazards both to the operator and the public. Trash cans will be available for your use in this area.
- Ice will be available for purchase.
- Change will be available on Friday and Saturday at designated times. **No change can be made by the Chamber Staff.**
- Recreational vehicles are to be parked in designated areas only. For reservations for RV spaces ONLY, contact the parks and recreation department at 542-2719.

11. The Rabbit Fest Committee, its officers, agents, employees and other representatives, shall not be held liable, and they are hereby released from liability, for any damage, loss, harm or injury to the person or property of the exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, weather, accident or any other cause. The exhibitor shall indemnify, defend and protect the Rabbit Fest Committee and Copperas Cove Chamber of Commerce against, and hold and save them harmless, from any and all claims, demands, suits, liability, damages, loss, costs, attorney's fees and expenses of whatever kind or nature, which might result from or arise out of any action or failure to act on the part of the vendor or any of its officers, agents, employees or other representatives.

CONTACT:

If you have any questions about the Rabbit Fest, please contact:

Copperas Cove Chamber of Commerce – 254-547-7571 or vp@copperascove.com

To be accepted as a vendor in the Rabbit Fest, the following application form must be completed in its entirety and returned with payment to:

Copperas Cove Chamber of Commerce

ATTN: Rabbit Fest

204 E. Robertson Avenue

Copperas Cove, TX 76522

Applications are also accepted on line at **www.rabbitfest.com**

Methods of payment:

- CASH
- CREDIT CARD
- CERTIFIED CHECKS or MONEY ORDERS made payable to:
Copperas Cove Chamber of Commerce.
- PERSONAL CHECKS will be accepted only until April 15th.

The submission of this application indicates and assures that you, the vendor, understand the rules and regulations and agree to the same.

2011 Rabbit Fest Food Vendor
APPLICATION and CONTRACT – FOOD VENDORS

BUSINESS NAME: _____

CONTACT PERSON'S NAME: _____

BUSINESS PHONE NUMBER: _____

CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____

WEB SITE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

MENU OFFERED:

- Vendors must list all items to be displayed or sold during the show.
- Once accepted, a vendor **may not** add any additional items without the approval of the Committee. Violations of this rule will result in immediate cancellation of any agreement and forfeiture of all rental fees. Attach menu if necessary. Only approved menu items will be allowed.

List your specific electrical requirements _____

SPECIAL NEEDS: Please describe any special needs or requests you may have.

*** * * * * PHOTOS OF YOUR MERCHANDISE MUST BE ATTACHED * * * * ***

The submission of this application indicates that you, the vendor, understand the rules and regulations and agree to the same.

Signature: _____ Date: _____



COPPERAS COVE FIRE DEPARTMENT GENERAL REQUIREMENTS FOR SPECIAL EVENTS

1. Combustible waste material creating a fire hazard shall not be allowed to accumulate and must be removed daily.
2. All open burning must be approved and the appropriate permits obtained from the Fire Department.
3. Propane and liquid fuels shall be properly stored.
4. No open wiring is allowed, extension cords must be grounded and be of heavy duty outdoor type.
5. Extension cords must be properly protected from damage and not overloaded.
6. A fully charged operational 2A10BC fire extinguisher is required. (Minimum 5 pounds or larger)
7. Extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use.
8. If you do any "deep frying" you will be required to have a Class K fire extinguisher, if you don't have a suppression hood system.
9. You may be required to correct other identified fire safety hazards.

COPPERAS COVE PUBLIC HEALTH DISTRICT Temporary Food Establishment Rules

1. In food booths serving Potentially Hazardous Food, at least one person must be a Certified Food Manager. All other personnel handling, preparing or serving food must have a food handler's permit.
2. **Train all your on-site staff.** Any person preparing food may be questioned by the Food Inspector.
3. Upon inspection of your food booth a fee will be charged and a food license will be issued. Your Food license must be posted at your booth. Without a license on site, you can be shut down:

	\$35 (one time use)
\$75 (yearly)	\$12.50 (Non-profit one time use)
\$25 (Non-profit yearly)	
4. All food must come from an approved source and be prepared in an approved facility.
5. Food must be protected. You must provide overhead protection and all food (including ice) must be stored off the ground.
6. Provide floor covering that will eliminate dust and be easily cleaned and all Counters/tables must have washable surfaces. (Sanitizing solution is 1 tsp. bleach to 1 gallon water)
7. Foods must be cooked to, and maintained at, the correct temperatures in order to kill or limit the growth of disease-causing bacteria and virus. Sterno may **not** be used for holding hot foods.
8. No extensive food preparation is allowed at the event. Turkey legs must be pre-cooked off site and frozen burger patties are highly recommended.
9. An approved hand washing station must be set up and used during all periods of food preparation and service. This station must be set up before any food handling can begin. Gloves are **not** a substitute for hand washing.
10. Sick employees may not work in any food service capacity.
11. Provide utensil washing if food preparation involves utensils. Provide 3 basins if no permanent facilities are on site. Keep utensil washing basins covered or under a overhead protection. **Remember proper sequence WASH, RINSE, SANITIZE!** Test sanitizing solutions with chlorine test paper. Sanitizing solution must be kept between 50-100ppm chlorine.
12. The vendor must also provide a spray bottle of sanitizing solution (1 Tbsp. bleach to 1 gal. water) and paper towels to wipe counters and to spot clean equipment as needed.
13. Monitor food temperatures with a metal stem-type thermometer.
14. All wastewater generated by a temporary food establishment must be properly trapped in a spill proof container and disposed of in a sanitary sewer.
15. All temporary food establishments must have adequate trashcans with tight fitting lids
16. **No home preparation of potentially hazardous food or ice is allowed.**