



**Food Booth Application
da Vinci Days
July 18-20, 2008**

Please complete both sides

Application deadline: April 1, 2008

A. CONTACT INFORMATION

Group/Vendor Name: _____	Phone: _____
Contact Person(s): _____	2nd Phone: _____
Address: _____	Fax: _____
<input type="checkbox"/> Returning Vendor <input type="checkbox"/> New Vendor	Email: _____
<i>Please include photo of booth</i>	

B. PRODUCT DESCRIPTION

List example of menu items and price schedule _____

C. BOOTH SPACE AND FEES: All operations including storage and displays must remain within booth area. Roaming carts will have designated zones at festival venues. Da Vinci Days will collect a commission fee of 15% of all food and beverage gross sales. Cash registers are required. Roaming pushcart option is available to booth/trailer vendors only.

	10 x 10	10 x 20	1 Roaming Cart	2 Roaming Carts	Commission rate
Booth	\$250	\$400	\$250	\$325	15%
Trailer	\$250	\$400	\$250	\$325	15%

Booth/Trailer: 10 ft. x 10 ft. \$250 Booth/Trailer: 20 ft. x 10 ft. \$400 Roaming: 1 @ \$250, 2 @ \$325

Total length of unit including tongue of trailer: _____ Side needed for customer access: _____

Will you need maneuvering room to place your trailer: yes no

D. CANOPIES, TABLES AND/OR CHAIR RENTAL (please circle to request rental): You are encouraged to bring your own canopy and tables. Rentals are available through da Vinci Days at the cost listed below. Set-up will take place Friday morning.

Canopy 10 x 10: \$160 Canopy 20 x 10: \$250 Tables: \$10 each Chairs: \$5 each

E. ELECTRICAL NEEDS: All booth fees include an 110v, **15 amp** circuit cord drop to within 50ft of the booth. You are required to bring your own cash register and grounded, 3-prong (UL-approved) electrical cords.

_____ total amps

F. POWER NEEDS: Please LIST your equipment that will require power:

G. STAFFING AND VENDOR ENTRANCE: A Vendor Entrance will be provided for re-stocking and worker entry. All vendor staff will be required to have a Vendor Pass. Please indicate the number of staff passes needed for each day of operations. We will confirm your request before mailing your vendor packet in June.

Friday _____ Saturday _____ Sunday _____

POLICIES AND GUIDELINES

DEPOSIT/COMMISSIONS: A \$100 deposit is due with vendor application. Applications must be received by April 1, 2008. The FULL balance is due no later than June 1, 2008.

Food Vendors are **required** to bring their own cash register. Cash tapes will be monitored and collected nightly and payment for the amount due to da Vinci Days will be collected Sunday at the close of the festival.

SELECTION OF VENDORS: Vendors are selected based on menu items, previous participation, and prompt receipt of application. Your deposit check will be refunded if your application is not accepted.

INSURANCE: da Vinci Days Food Vendors must provide a Certificate of Insurance with a minimum of \$500,000 coverage no later than June 1, 2008. Da Vinci Days must be listed on the certificate.

BENTON COUNTY HEALTH COMPLIANCE: All vendors must comply with Benton County Health regulations and must obtain a Temporary Restaurant Permit. Someone with a food handler's permit is required to be present at your booth at all times.

HOURS OF OPERATION: Mangiamo Bistro hours are Friday, July 18, 5:00 pm – 10:30 pm, Saturday, July 19, 10:00 a.m. – 11:00 pm, Sunday, July 20, 11:00 am – 5:00 pm. Set-up is encouraged on Thursday, July 17 and continues through Friday, 9:00 am – 2:00 pm.

SECURITY: Food and beverage concessions will be sold within the main festival site at the OSU Lower Campus and at designated roving locations. Contracted security services are provided during operating hours and overnight on Thursday, Friday and Saturday nights.

CLEAN UP AND RECYCLING: OSU Campus Recycling coordinates a great recycling volunteer team. Trash and recycling receptacles are conveniently located for food vendors. Sales of food and beverages in GLASS and STYROFOAM containers not permitted.

CANCELLATIONS: All cancellations must be received no later than June 1, 2008. After that date, no refunds will be made.

AGREEMENT:

I understand that I must:

- Send a \$100 deposit with this application no later than April 1, 2008, checks payable to da Vinci Days.
- Provide my own cash register and closing cash tapes each evening.
- Provide my own UL safety-approved, electrical extension cords.
- Leave a clean booth area when the festival ends.
- Pay remaining fees due and send my Certificate of Insurance no later than June 1, 2008.

Signature

Date

Amount enclosed: _____

Return signed application and deposit to:

da Vinci Days, 568 SW Third Street, Corvallis, OR 97333
davinci@davinci-days.org | 541-757-6363