



# Autumnfest

**Columbus Day Weekend** • Saturday, Sunday & Monday  
World War II Veterans Memorial Park, Woonsocket, RI 02895

Woonsocket Rotary Club • P.O. Box 154, Woonsocket, RI 02895  
[www.woonsocketrotary.com](http://www.woonsocketrotary.com)

## 2019 FOOD VENDOR CONCESSIONS APPLICATION

Thank you for your interest in participating as a food vendor for Autumnfest, Columbus Day Weekend, October 12-14, 2019.

Autumnfest is a three day, family friendly, music and art festival held in World War II Veterans Memorial Park, in the City of Woonsocket, Rhode Island. Autumnfest features 50+ acts on 3 stages, regional artists, two amusement midways, delicious local and global cuisine from 20+ food vendors, a consumer showcase, fireworks, and a 10 division parade. Autumnfest is organized and managed by a collaborative effort of the Autumnfest Steering Committee and The Rotary Club of Woonsocket, with additional support and cooperation of the City of Woonsocket, Rhode Island.

- Applications are accepted from April 1<sup>st</sup> until June 30<sup>th</sup>.
- A \$50.00 non-refundable application fee must be submitted with your application.
- All checks, bank drafts or money orders should be made payable to “The Rotary Club of Woonsocket.”
- Once an application is received a confirmation email will be sent confirming receipt of a complete application. To ensure your application is complete, please fill in all applicable spaces.
- Returning food vendors will have preference.
- New food vendors will be accepted based on an availability of space and uniqueness of product(s) sold.
- Food vendors selected to participate will receive a Food Vendor Concession Agreement and Food Vendor Packet by July 31<sup>st</sup> and your application fee will be applied towards your Food Vendor Concession site fee.
- After July, non-selected food vendors will be placed on a waiting list and contacted if space becomes available.
- **The Rotary Club of Woonsocket reserves the right to accept, reject or deny any application.**

**Complete application must be received or postmarked on or before June 30, 2019.**

**Please note that submission of an application is NOT a guarantee of a vendor space.** Due to limited space and the high number of applications received, late or incomplete applications will not be considered. All complete applications will be reviewed for uniqueness, quality of product, appropriateness to event, similarity to other vendors and prior festival experience. Acceptance/denial notifications will be sent to applicants by July 31<sup>st</sup>. Application fees will be returned to any applicant who is not accepted, and those applicants will be added to a wait list for future consideration should additional space become available.

### Food Vendor/Concession Info

Business/Organization Name: \_\_\_\_\_

Booth Name (If different from Business/Organization Name): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

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

## Food Vendor/Concession Type

*(Check which apply)*

### Civic/Non-Profit

(Booth/Tent)

\$900.00

(Site Fee)

### Commercial/For Profit

(Booth/Tent or Returning - Trailer/Vehicle)

\$1250.00

(Site Fee)

### Commercial/For Profit

(New Vendor - Trailer/Vehicle)

\$1500.00

(Site Fee)

## Food Vendor/Concession Space

- Booth/Tent space is a standard 12' X 12' area. Space beyond the standard food vendor space may require additional fees and is subject to availability. (Returning food vendors with previously approved booths will not be subject to additional space fees.)
- Pull-in trailers/vehicles space is a standard 25' X 12' area. Space includes trailer hitches, awnings, serving areas, or excessive maneuvering area, etc. Space beyond the standard food vendor space may require additional fees and is subject to availability. (Returning food vendors with a previously approved trailer/truck will not be subject to additional space fees.)
- Depth of food vendor space should be no more than 13'. Areas behind food vendor space will remain open as an emergency lane.
- All booths must be constructed with sound building techniques, all tents must be fire retardant and secured for high winds (stakes cannot be driven into the pavement) and all vehicles/trailers must be chocked so as to prevent personal injury to any persons or to prevent property damage.
- All booths/tents/vehicles/trailers must be able to pass a fire safety inspection from the local fire department.
- Any food vendor space that is deemed unsafe will be shutdown until any hazards have been corrected and approval has been granted to re-open.
- Please submit a recent front view photo of your concession booth, trailer, or display with this application. \_\_\_\_\_

## Commercial General Liability Insurance

Each food vendor is **required** to have Commercial General Liability Insurance coverage. Food vendors must have their own policy with coverage equal to or greater than one million dollars per occurrence. The Rotary Club of Woonsocket, Autumnfest and The City of Woonsocket **must** be listed as additional insured participants on the policy and the dates of coverage must start on the Friday before the event and end the Tuesday after the event. A copy of the Commercial General Liability Insurance Rider is required by all food vendors and must be received with a signed food vendor concession contract.

**Insurance Company:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

## Health Department Food Service Licensing

All food vendors are **required** to obtain and display during the event a valid Food Service License from the State of Rhode Island. A copy of a valid Food Service License is required by all food vendors and must be received with a signed food vendor concession contract. **All food vendors concessions will be required to pass a food safety inspection before serving the any product.**

**RI Department of Health #:** \_\_\_\_\_

## Tax Identification Number/Permit

All food vendors must have a valid Tax Identification Number from the State of Rhode Island, Department of Revenue/Taxation. If you have any questions concerning sales tax or obtaining a tax number, contact the Rhode Island Department of Taxation, 1 Capitol Hill, Providence, RI 02908. Telephone: (401) 222-1040 or online at <http://www.tax.ri.gov/contact>.

**RI Tax Identification #:** \_\_\_\_\_

All food vendors are responsible for acquiring their own licenses, permits, tax ID's, etc.

For privacy reasons The Rotary Club of Woonsocket does not retain copies of paperwork from year to year. All required paperwork must be submitted with a signed food vendor concession agreement. If required documents are not received at or before the food vendor concession meeting, a forfeiture of a food vendor concession space could result.

## Food Vendor Utility Services

It is the tradition of The Rotary Club of Woonsocket to provide electrical service, concession lighting and potable water to all participating food vendor concessions. Due to the increasing cost of electrical service, electrical service fees will be applied to all food vendor concession site fees.

Defined electrical service, concession site lighting and potable water connections will be provided for all food vendor concessions. Generators are not permitted in the food vendor concession area.

### Electrical Services

All vendors will be charged a **\$50 electrical service fee**, which includes a **STANDARD** electrical service;  
 (4) four single phase 115v-20amp outlets (2 double gang boxes).



**Additional electric services are available for an additional charge and all electrical services are subject to availability.**

Additional electrical connections required:

- \_\_\_\_\_ Two 115v-20amp outlets (double gang box) **(\$50)**
- \_\_\_\_\_ 115v-30amp **(\$60)** (plus the cost of materials to supply electrical service)      Plug In       Direct Wire
- \_\_\_\_\_ 208v-30amp **(\$100)** (plus the cost of materials to supply electrical service)      Plug In       Direct Wire
- \_\_\_\_\_ 208v-40amp **(\$200)** (plus the cost of materials to supply electrical service)      Plug In       Direct Wire
- \_\_\_\_\_ 208v-50amp **(\$300)** (plus the cost of materials to supply electrical service)      Plug In       Direct Wire

*(Additional electrical services are subject to availability. Requests for specialty electrical services must be made at least 90 days prior to the event and are subject to approval. Any additional costs associated with providing such services shall be paid by the vendor at least 30 days prior to the event. Any wiring and/or materials acquired for such electrical service become the property of the Rotary Club of Woonsocket.)*

Cooking methods such as propane (LP) are considered safe and efficient and are suggested as an alternative to additional electrical services and a self sufficiency option. LP cooking appliances must pass minimum NFPA standards and are subject to inspection.

### Electrical Service Usage

Food vendors are required to know the output of the electrical appliances they are utilizing, i.e. (volts, amps, watts) as to not overload the circuits provided and to insure appliances are being used safely.

**Electrical Requirements** (check your appliances for the information below)

Appliance	Voltage	Amperage	Wattage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you require a water hook up?    Yes     No

There is no fee for water hook up, however vendors are required to provide their own drinking water safe hose. (A 25 foot hose is normally sufficient.)

All gray water produced must be discarded in a proper manner.

## Food Vendor Concession Selections

It is the policy of Autumnfest and the Rotary Club of Woonsocket to avoid duplication of items sold among food vendors.

All food vendors must list every product they wish to sell. If your selection(s) is(are) approved you will receive written notification, prior to submitting your food concession agreement, giving you exclusive rights to that product for that year's event. Returning food vendors who no longer wish to sell a specific product shall notify the food concession chairperson as soon as possible in order to allow another food vendor to acquire that product. A request for approval of a product previously sold by another food vendor may be submitted during the time of the initial application. If that product becomes available at the end of the application process, you will be notified. Even if you request to sell an item you sold in the past, you may not receive approval to sell that product if it conflicts with the exclusivity clause defined above.

**The Rotary Club of Woonsocket reserves the right to approve, deny or reject any requests to sell a particular product.**

**Products requesting to be sold:** *(Please check the box if you sold this product at Autumnfest last year)*

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**Additional Information** (optional)

Do you have any comments or additional requirements you would like to mention? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note: Incomplete applications will not be considered.**

Please submit applications to:  
 Woonsocket Rotary Club  
 P.O. Box 154, Woonsocket, RI 02895  
 c/o Autumnfest Food Vendor Concessions  
 or  
 Email: [kgreenough@woonsocketri.org](mailto:kgreenough@woonsocketri.org)

For Office Use Only			
<b>Date Received:</b>	<b>Date Reviewed:</b>	<b>Reviewed By:</b>	<b>Application Complete:</b>
<b>Approved:</b>	<b>Denied:</b>	<b>Chairperson:</b>	<b>Date:</b>
<b>Comments:</b>			