



2010 Restaurant Vendor Application

**Saturday, October 2010
11 a.m. to 5 p.m.**

**Fort Point Channel on the Boston Waterfront
Boston Children's Museum Plaza and Congress Street Bridge**

**Free Outdoor Festival
10,000 - 20,000 Attendees
Chef Demonstrations
Commercial Tents Included with Food Vendors
Culturally Diverse**



April 2010

Dear Chef or Owner:

Sustainable Business Network of Greater Boston (SBN) invites you to participate as a Restaurant /Food vendor at the first Boston Local Food Festival -- a free festival celebrating local and healthy food for all. It will take place on **Saturday, October 2, 2010** from **11:00am – 5:00 p.m.** in Fort Point Channel on the Boston Waterfront along **Boston Children's Museum Plaza and Congress Street Bridge**. This will give you the opportunity to reach out to 10,000 - 20,000 new customers seeking local food.

Boston Local Food Festival will feature freshly harvested produce, delicious dishes created with locally grown ingredients, and take-away from Made in Massachusetts producers. Festival participants will be able to meet local farmers, interact with local neighborhood and top Boston restaurant chefs, check out a "Fishstock", featuring a fish "Throwdown" competition and demonstrations, and sample local beer. Other activities include health and fitness activities, urban gardening exhibits, chef and butchering demonstrations, kids activities, local music, and a variety of workshops.

Restaurant/Food vendors will prepare and sell tasting portions that are priced up to **\$5.00** and include locally-grown and raised ingredients (fruits and vegetables, meat, and dairy products). The fee to participate is **\$500.00**. Also, there is a requirement for all vendors selling food to use biodegradable and compostable dish ware and utensils. We are aiming for a zero waste event and food vendors and the public are encouraged to capture leftover food waste on site for composting. SBN will provide tables, chairs, and tents and the vendor application deadline is **August 16, 2010**.

Enclosed with this letter are the following documents for participating as a vendor:

- Boston Local Food Festival 2010 Restaurant Vendor Application (due August 16th, 2010)
- Boston Local Food Festival 2010 Food Vendor Information and Guidelines
- Boston Local Food Festival 2010 Food Temporary Permit

There will be about 40-50 restaurant vendors this year. We are hoping that you will be excited by this opportunity to show off your culinary skills, sell great food, and inspire festival participants to eat and buy local food all year. Boston Local Food Festival vendors will be featured on the Boston Local Food Festival website (www.bostonlocalfoodfestival.com) that includes vendor website links. We welcome your participation in our blog by featuring great recipes made from local ingredients.

Please complete the enclosed vendor application and email or mail to us **no later than August 16th**. If you need assistance sourcing local food or if you have questions, please contact Jamey Lionette at foodvendors@bostonlocalfoodfestival.com or call The Williams Agency at 617-395-7680.

We look forward to working with you in a fun event for the whole family.

Yours truly,

Nicola Williams, Producer and Marketing Director
Boston Local Food Festival



Date: Saturday, October 2, 2010

Time: 11:00 a.m. – 5:00 p.m.; **Set-up:** 7:00 a.m. – 10 a.m.; **Break-down:** 5p.m. – 7p.m.

Place: Fort Point Channel Boston on the Waterfront along Children's Museum Plaza and Congress Street Bridge

Parking: Parking permits provided to all registered vendors

Rain date: No rain date.

Deadlines:

- Deadline for Application - **Monday August 16th - \$50 late fee if after that**
Deadline for local food source notification- **Monday, August 16, 2010**
- Final Acceptance: **Thursday, September 2, 2010**

Supplies and Equipment:

- Boston Local Food Festival will provide one 6' table and chairs for each participating vendor according to the vendor category. Vendors are encouraged to bring additional tables and chairs.
- All tents must be fireproof and 9'x10' tents (no side walls) are provided for selected vendors based on type of vendor category.
- Vendors must supply all other equipment, such as displays, paper goods, utensils, and trash bags.
- Vendors are responsible for participating in Zero Waste program, including having food scraps available for composting and complying with our Zero Waste goals.
- Vendors are encouraged to make use of decorative displays, but signs and banners must be independent of existing property and not obstruct existing structured.
- Banners must have wind slots. All materials must be kept within the confines of the individual space allotted
- Loud generators and exposed grills will not be permitted.
- No electricity will be provided
- Security, Boston Local Food Festival, SBN, its officers, event committee, or volunteers shall not be responsible for any items or equipment lost, damaged, or stolen.
- Food vendors must be equipped with fire extinguisher, sneeze guard, cold storage, trash barrels, and trash bags at your assigned location.
- Vendors are responsible for loading and hauling of their own food, equipment, or products.
- Ice will be available for purchase from our preferred vendor; during set-up and midday.

Set-Up/Tear-Down and Parking:

Loading vehicles will have access to the area between 7:00 a.m. and 10:00 a.m. and from 5:00 p.m. To 6:00 p.m. only. Please note: this will be strictly enforced. **Vendors must stop selling promptly at 5:00 p.m.**

- Vendors must park in designated parking areas assigned to each vendor.
- No vendor may bring a vehicle into the festival area until Police details indicate that it is safe.
- Vehicles must be parked outside the festival area during the event.
- Due to storage constraints no vendor goods may be received prior to the vendor check-in and set-up. All vendor goods, including transportation, storage, and removal are the vendor's responsibility.

Logistics

- Vendors check in at their pre designated access point on the day of festival.
- At the vendor check in booths (sites), registered vendors are confirmed and vendors must have their vendor permit that was provided by SBN. At check in, vendors are given their parking permit with map and instructions for parking once they load in.
- Vendors must load in, drop off, park, and then set up (in that order).

Important Restaurant Vendor Criteria - Cooking Vendors

1. Dishes/portions made from locally grown or sourced perishable foods such as 1) fruits, vegetables, herbs, honey, and maple syrup, 2) dairy and 3) meat. Massachusetts grown or sourced is the first preference and then expanding beyond to CT, ME, NH, RI, and VT in New England.
2. Provide signage indicating sources of local food
3. A maximum price of \$5.00 per serving or portion.
4. The use of recyclable and compostable utensils, serving containers, and napkins (see website for sources).
5. No bottled water or beverages to be sold by any restaurant vendor.

Licensing/Permits:

- Permits to cook and serve food are granted by the City of Boston Health Inspectional Services Department.
- **Temporary Food Service permits for all vendors offering onsite consumable food costs \$30 (waived if provide copy of Boston food license). If you do not possess a current license, please check "Temporary food permit needed" on the attached/enclosed application form (additional fees apply). This application must be completed and returned by August 16, 2010.**
- You will not be granted a space until the Boston Health Inspectional Services Department Temporary Food Services form is received in our office. We will submit your completed form to the City.
- All food vendors will be inspected during the event by the Fire Department and Inspectional Services. Non-compliance will result in removal from the festival.

Fire Code Rules:

- All propane tanks/carts are subject to inspection by a Gas Inspector and Fire Department Inspector. Vendors using propane must pay required fee of \$25.00
- Vendors that intend on using propane must make note of the following: Vendors that have two (2) twenty pound propane tanks or less on-site do not require a permit from the Boston Fire Department.
- Grills must meet Boston codes and standards in order to be permissible at the festival.
- Food vendors must be equipped with fire extinguisher
- No deep-fat frying or open flame barbecue allowed, unless cooking is completely contained within approved commercial vending cart. .
- Cooking oil may not be disposed of on the street, or the vendor will be fined.
- The Boston Fire Department will be at the festival conducting inspections to ensure that all vendors that require fire are following all rules and regulations. Boston Local Food Festival and SBN and all its constituents will not be held responsible for any violation of these rules
- If you desire more information you can call the Boston Fire Department at 617 343-3415 or visit cityofboston.gov/fire/.

Payment

- Once approved, vendors can pay via check or money order made payable to **Sustainable Business Network**, 524 Boston Post Road Wayland, MA 01778

Festival Vendor Contact Information:

Restaurant Vendors: Jamey Lionette at foodvendors@bostonlocalfoodfestival.com

Farmers, Non-Food, and Promotional Booth Vendors:

Nicola Williams, vendors@bostonlocalfoodfestival.com, Telephone: 617-395-7680

We thank you for your cooperation and look forward to your participation.

Boston Local Food Festival 2010 Vendor Application- Page 1

Office Use Only

Contacts:	Name:	Business Name:
Address:	WebSite:	
Tel. #'s/ Email	Tel : Cell:	Email:

Date Received
Application Complete
Vendor #

VENDOR	BOOTH SIZE (L' x W')	FEES	# OF SPACES	TOTAL
RESTAURANT BOOTH (includes 9' x 10' tent, two 6 foot tables, and 2 chairs)	12' X 12'	\$500.00		
NON FOOD BOOTH (includes 9' x 10' tent, two 6 foot tables, and 2 chairs)	12' X 12'	\$500.00		
MASSACHUSETTS FARMER (includes one 6 foot table and 2 chairs)	12' X 12'	\$100.00		
MASSACHUSETTS FARMER CSA TABLE (includes one 6 foot table and 2 chairs)	6' X 6'	\$100.00		
NEW ENGLAND FARMER (includes one 6 foot table and 2 chairs)	12' X 12'	\$250.00		
ARTISIAN/SPECIALTY FOOD (includes shared tented space, one 6 foot table, and 2 chairs)	6' X 6'	\$250.00		
<i>Propane Users Must Pay Fee</i>		\$25.00		
<i>Temporary Food Service Permit Fee (fee waived if provide Boston license)</i>		\$30.00		
NON-FOOD/EXHIBITION SPACE (includes one 6 foot table and 2 chairs)	6' X 6'	\$250.00		
NON-PROFIT EXHIBITION SPACE (includes one 6 foot table and 2 chairs)	6' X 6'	\$100.00		
PROMOTIONAL BOOTH (includes prime location, 9' x 10' tent, one 6 foot table, and 2 chairs)	10' X 10'	\$1,500.00		
Fireproof Tent	9' x 10'	200.00		
Additional Table	6 foot	\$10.00		
Additional Chair	Each	\$5.00		

Sub-Total

Plus Late Fee of \$50.00 if postmarked after August 16, 2010

(BLFF VENDOR APP- APRIL 22, 2010 update)

Total Due

>>> turn page over

Boston Local Food Festival 2010 Vendor Application-Page 2

Name of Business: _____

Where did you find out about Boston Local Food Festival?

List of dishes/products to be sold at Festival

Sources of Local Food to be used in dishes (farmers, suppliers)
Requirement for Restaurant Vendors :

Check all that apply:

- I plan have my TRUCK in my booth space; size _____
- I plan to use a PROPANE GRILL in my booth.
- I plan to have a DIESEL GENERATOR in my booth.

(NO GASOLINE GENERATORS ALLOWED)

Space preferences (check all that apply):

WE DO NOT GUARANTEE SPACE REQUESTS.

- Near Kids Section Not near Kids Section
- Near Music stage Not near Music stages
- Near similar vendor Not near similar vendor

Security Procedures

All Vendors and their employees MUST show a photo ID before being allowed access to the festival site. Please provide the names and addresses of all employees who will be working your booth.

Vendor Check List (check all that apply):

- Vendor Application Fee
- Temporary Food Service Form (Restaurant Vendors Only)
- \$25 Propane Fee (if applicable for Restaurant Vendors Only)
- \$30 Temporary Food Service Permit Fee (if applicable)
- Diesel Generator checked off if have any
- Complete listing of products and local food sources
- Signed Application
- \$50 Late Fee (Postmarked after August 16, 2010)
- Booth Preference

I, (Print your name) _____ have read and agree to comply with the all vendor rules and my staff will act in a respectful manner at the event. My check or money order is enclosed. I understand that if my application is not complete, it will not be processed but will be returned. I am responsible for my own liability insurance and have added Sustainable Business Network as an additional insured on my certificate of insurance. **If I am a FOOD VENDOR, the "Temporary Food Service Application" is attached and filled out completely and I agree to comply with the vendor requirements for sourcing local food and offering biodegradable and recyclable dish ware and utensils. My intention to use or not use propane is clearly stated and the fee for the use of propane is included.** I understand that if I fail any City of Boston inspections, I may not be able to participate as a vendor and will not qualify for a refund. I hold Sustainable Business Network and the City of Boston harmless from all liabilities incurred on the festival premises. My signature confirms my agreement to all the terms of this application and the supplemental contract.

Vendor Signature: _____

Date: _____

CITY OF BOSTON TEMPORARY FOOD SERVICE APPLICATION (Page 1 of 2)

Boston Inspectional Services Department Division of Health Inspections

1010 Massachusetts Avenue, Boston, MA 02118
 617 635-5326; Fax 617 635-5388; cityofboston.gov/health

Note: \$30 application for Temporary Food License.

Name of Applicant:	Phone:
Name of Owner (If different):	
Address of Applicant:	
City:	State: Zipcode:
Email Address:	
Name of Event: Boston Local Food Festival	
Event Coordinator: Phone: 617-395-7680	
Event Address: Children's Museum Plaza/Congress Street Bridge, Fort Point Channel	
City: Boston , State: MA Zipcode:	
Date/Time of Event: Saturday, October 2, 2010	
Signature of Applicant:	

ONLY NO TRANS FAT FOODS CAN BE SERVED (EFFECT. 9/13/08)

List All Food/Beverages That Will Be Served and the Establishment Where the Food Was Purchased:

Items:	Location Purchased:

*****PHF'S (POTENTIALLY HAZARDOUS FOOD PRODUCTS) ALWAYS REQUIRES A HEALTH INSPECTOR ON SITE. CHECK WITH OFFICE IF YOU HAVE QUESTIONS ON THIS*****

Preparation/Cooking Facilities

On Site: Yes No . If Yes, Describe Facilities and Equipment _____

Off Site: Yes No If Yes, Where? _____

Type of Tableware: Paper Products ____ China ____

CITY OF BOSON TEMPORARY FOOD SERVICE APPLICATION (Page 2 of 2)

Describe Warewashing Facilities For Utensils and Equipment:

Food Protection

Describe Equipment and Means of Transporting Food Hot (140° F or Above),
Cold (45° F or Below):

Refrigeration: Required: Not Required:

Method of Refrigeration: _____

Type of Cooking/Hot Holding Equipment: _____

Using propane: YES: NO:

Describe Measures to Protect Food From Contamination During Preparation, Storage, and Display: _____

Garbage and Rubbish

Describe Means for Storage and Disposal: _____

Personnel and Food Handling Practices: _____

Number of Food Handlers: _____

Location of Handwashing Facilities: _____

Location of Toilet Facilities: _____

Hair Restraints Provided: YES: NO:

Disposable Gloves Provided: YES: NO:

Office Use Only

Inspector's Recommendations: _____

Action Taken: Permit Denied: _____ Reason For Denial: _____

Permit Granted: _____ Conditions: _____

Inspector: _____ Date: _____