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FORM A: Due no later than June 4, 2021  
 FORM B: Due no later than June 4, 2021  
 FORM C: Due no later than July 9, 2021  
 FORM D: Due no later than July 9, 2021

## 2021 4th of July Festival **Food** Vendor Application

Saturday, July 3 - Sunday, July 4, 2021 • City Park • Coeur d'Alene, ID

**APPLICATION DEADLINE IS FRIDAY, JUNE 4, 2021**

Application is subject to review for acceptance into the event. Submitting the application does not guarantee admission.

**Food Vendors will be required to provide a Z tape of their sales and 12% final fee based on your sales.**

Business Name \_\_\_\_\_ Owner/Contact \_\_\_\_\_

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

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_ Sales Tax # \_\_\_\_\_

\*Please list in detail ALL food and/products/services you will be presenting. All items are subject to review and approval. Failure to list an item(s) will result in your inability to offer those items. Not Listed = Not Able to Sell. Period. Use back of form if needed.

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### Space Information & Fees

All spaces are non-electric; if needed, electricity is an additional \$50 for all vendors.

All **FOOD** vendors must use a cash register and will be required to fill out and submit a **FOOD VENDOR FINAL REPORT FORM C** along with a Z tape from you register attached and **FORM D** listing overrings and voids.

- o If you cannot provide a Z tape, your application will not be accepted.

**Choose all that apply:**

10 x 10 Booth: <b>\$500.00</b>	\$ _____
10 x 20 Booth: <b>\$750.00</b>	\$ _____
Electricity: <b>\$50.00</b>	\$ _____
Refundable Cleaning Deposit (upon approval): <b>\$100.00</b>	\$ <u>100.00</u>
Parking Permit (limit 2 per vendor): <b>\$20.00</b>	\$ _____
(Separate Check for Deposit Please)	

**TOTAL AMOUNT DUE**

\$

**What do you have?**

\_\_\_\_\_ Tent/Awning      \_\_\_\_\_ Trailer/Hut - If you have a trailer or hut, what is its total length/width, end to end, including the tongue? \_\_\_\_\_ X \_\_\_\_\_

Where is the service window located? Using the diagram, indicate with an X.  
 Consider this a "bird's eye view" of your trailer, with the point being the tongue)



**Indicate your electrical requirements:** (220 amp will not be available.)

\_\_\_\_\_ One - 20 amp outlet.      \_\_\_\_\_ Two - 20 amp outlets.      \_\_\_\_\_ None

## FORM A, FOOD VENDOR APPLICATION (continued)

### Please Read and Initial Each Line

#### Setup & Breakdown:

\_\_\_\_\_ Setup will start at 7:00 a.m. sharp on July 3, 2021. Vendors will be given a predetermined schedule with park entry times to allow for a staggered entry for setup. Vendors must be set up and ready to serve no later than 11:00 a.m., closing promptly at 7:00 p.m. on both days.

\_\_\_\_\_ Fountain style drinks are allowed only if powered by your own energy source. Beverages in containers must be in cans or plastic bottles ONLY. Glass bottles are not allowed in the park.

\_\_\_\_\_ Booth tear down is between 7:30 a.m.-9:00 a.m. on July 5. Overnight roving security is provided; however, vendors are responsible for their personal property. Failure to comply will result in additional fees of \$50.00 per hour.

#### Booth Space Fees & Other Information:

\_\_\_\_\_ Security deposit will be returned within 2 weeks of event if your area was cleaned to standards. This means: all areas within a 20-foot radius of your booth space are clean and free of garbage.

\_\_\_\_\_ If actual booth space is larger than size indicated on application, you will be required to make up the financial difference on the spot. Size of space required must be stated above, and needs to include total "footprint" of your booth, including the area beyond it that has supplies, garbage, etc.

\_\_\_\_\_ Booth space is limited, and placement will be considered on a first come, first served basis as the applications are received. The Parks Department does have water available (spigot) near the band stand, as well as at the gazebo. Lighting is limited after dusk.

\_\_\_\_\_ Location of spaces will be predetermined. Vendors will not be moved unless the needs of Park and Recreation officials or CdA Regional Chamber staff require it.

\_\_\_\_\_ Vendors are responsible to provide booth contents, including any tables, chairs, etc. that they require.

#### Electrical (Additional \$50):

\_\_\_\_\_ Each space will be allotted a maximum of two 20 amp outlets only. 220amp will not be available.

\_\_\_\_\_ You must have a 100 ft (min) **commercial grade** extension cords per outlet. 10 gauge preferred, 12 gauge allowed.

\_\_\_\_\_ **No underpowered extension cords allowed** (such as household extension cords). This will be strictly enforced and will be removed if necessary.

\_\_\_\_\_ If possible, use propane to heat foods. A whisper-quiet generator is allowed for food preparation and storage needs.

#### Health Department:

\_\_\_\_\_ All concessions must have a Temporary Health Permit, issued by Panhandle Health District One/Idaho (208-667-9513). You must contact them 45 days prior to the event, even if you have a permit. Without the proper permit for your operation, they will ask you to leave the park. **There will be no refund.**

\_\_\_\_\_ **HEALTH PERMIT FOR FOOD SERVICE MUST BE ON SITE AT ALL TIMES DURING THE EVENT. Food vendors: your Health Permit must be submitted with application and be displayed at the event.**

#### Grease Disposal:

\_\_\_\_\_ Do NOT put any grease, oil, or waste material of this nature into trash cans or dumpsters. Disposal of these materials is the responsibility of the individual concessionaire. The Parks Department will have available: 3) 50 gallon drums for grey water and 2) 50 gallon drums for grease. Please check with their workers, who will be on-site throughout the day.

\_\_\_\_\_ The public outdoor shower stall, the public restrooms or any portion of the park are NOT to be used as a waste materials disposal. This includes liquids used in the production and/or cooking of foods. There will be \$100 fine for offenders.

## FORM A, FOOD VENDOR APPLICATION (continued)

### Garbage:

\_\_\_\_\_ Each booth must provide a garbage container and heavy duty trash bags for their own and their customers use. All vendors must also supply a garbage can with bags for their area.

\_\_\_\_\_ Due to the enormous amount of garbage, any garbage generated by vendors must be bagged and sealed by the vendors and placed in the dumpster at the park building near the vendors entrance to the park. Failure to comply with rules may result in a non-refunded security deposit.

\_\_\_\_\_ All cardboard boxes must be broken down and removed by you. Do not place in or around park trash containers. You may use the dumpster at the park shop building.

### Vehicles:

\_\_\_\_\_ Your vehicle is allowed in the park for no more than 30 minutes to unload and load. All vehicles must be removed by 9:00am on July 3. While waiting to enter the park, line up along Fort Grounds Dr. (formerly Mullan St.) in the right-hand lane ONLY. Do not double up. Do not park in crosswalks. Park staff will assist you into the park; wait for their guidance.

### Parking:

\_\_\_\_\_ Vendor parking is available at the Carousel parking lot, limit 2 spaces per vendor and permits must be purchased in advance. You will be responsible to pay for each parking used.

## FOOD VENDOR DEPOSIT PAYMENT

Checks should be made payable to: Coeur d'Alene Regional Chamber.

Payment must accompany this application to be considered.

Credit card payments may be called in by phone or as provided below.

**PLEASE PRINT CLEARLY**

To pay with credit card, please fill out the following:

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on the Card \_\_\_\_\_ ZIP Code of Card Acct. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

I hereby release Coeur d'Alene Regional Chamber, Coeur d'Alene Parks & Recreation, City of Coeur d'Alene and all volunteers associated with this event from any liability of injury or damages connected with this event. I will solely be responsible for my own product liability. I have read all the above rules and regulations and agree to abide by them. I am responsible to obtain all permits and licenses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return all forms with payments due to:

Coeur d'Alene Regional Chamber  
105 N. 1st Street  
Coeur d'Alene, ID 83814

Questions or to call in your payment contact: Miranda Hamilton at (208) 659.7013

Make a copy of this application for your records.

### DEADLINES

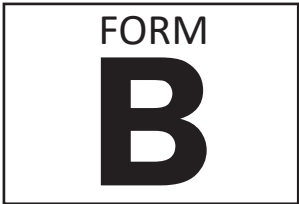
**FORM A: Due no later than June 4, 2021**

**FORM B: Due no later than June 4, 2021**

**FORM C: Due no later than July 9, 2021**

**FORM D: Due no later than July 9, 2021**

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**2021 4th of July Festival Food Vendor Contract**  
**Saturday, July 3 - Sunday, July 4, 2021 • City Park • Coeur d'Alene, ID**

**Please sign and return this contract, along with Form A and Advance Fees to Event Coordinator, Miranda Hamilton, by June 4, 2021.**

THIS AGREEMENT, dated \_\_\_\_\_, 2021, is between the Coeur d'Alene Regional Chamber (Chamber) and

\_\_\_\_\_ (Vendor).

Vendor hereby leases from the Chamber space located in the Coeur d'Alene City Park for preparing, selling, and dispensing food and/or beverage at the 2021 4th of July Festival, Saturday, July 3 – Sunday, July 4, 2021.

**VENDOR WILL PROVIDE THE FOLLOWING:**

**ADVANCE & FINAL FEES:** The price for this privilege and space granted to the Vendor under the terms of this contract shall be 12% of gross sales or \$100, whichever is greater. A non-refundable \$500 or \$750 advance fee (refer to Form A) and a \$100 cleaning deposit (refundable if conditions are met) is required upon the signing of this contract. The balance of the 12% of the gross sales or \$100, whichever is greater, is due on or before July 9, 2021. Failure to do so will mean forfeiture of all food vendor rights in all future CdA Regional Chamber 4th of July events.

**DAILY GROSS RECEIPTS & Z REPORTS:** A daily gross receipts report stating the day's sales must be turned into the Chamber no later than July 11, 2021. A daily Z report tape from a cash register is required and attached securely (stapled, not paperclipped) to the Final Report Form C that gives a breakdown and accounting of all sales activity for the day. See reverse for cash register requirements.

**FINAL PAYMENT:** Final payment (Form C) is due no later than 5 pm on Friday, July 9, 2021. Failure to do so will result in forfeiture of space the following year. A 1.5% late fee will be applied to any unpaid commission after 30 days. After 90 days, the amount due is subject to collections.

**INSURANCE:** Vendor guarantees and will provide a Certificate of Insurance wherein **the Coeur d'Alene Regional Chamber and its agents are additional insureds** on a comprehensive general liability endorsement or commercial general liability in the amount of \$500,000. **Certificate of Insurance must be on file with the Chamber by July 1, 2021.**

**HOURS OF OPERATION:** Vendor will be open and operating 11:00 a.m. until 7:00 p.m. on both, Saturday, July 3 – Sunday, July 4, 2021.

**LICENSING:** Food Service License must be obtained from Panhandle Health District. All food vendors are expected to conform to County and State health codes. Any vendor in violation may be closed. This license must be on site during the event.

**IDAHO STATE SALES TAX NUMBER:** Vendor is required by the State of Idaho to pay Idaho State sales tax. If Vendor does not have an Idaho State sales tax number, a temporary Idaho State sales tax number that is valid for 30 days will be provided by the Chamber when picking up Food Vendor Packet. Enter sales tax number here:

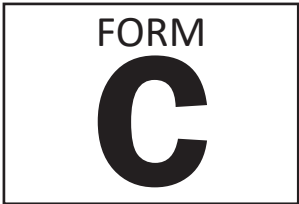
**CONDITIONS OF CONTRACT:** Vendor is familiar with and agrees to the Conditions of Contract as listed in this contract which govern the leasing of this space. NO CLAIM for injury to any person or property shall be asserted, no suit instituted or maintained against the Coeur d'Alene Regional Chamber, its officers, agents or representatives.

Vendor: _____	The Coeur d'Alene Regional Chamber
Signature: _____	By: _____
Contact: _____	(Authorized Representative of the Chamber)
<i>Please keep the signed copy for your records and provide a copy to the Chamber.</i>	

## CONDITIONS OF CONTRACT

- **AUTHORIZATION OF PRIVILEGES:** The Chamber authorizes the letting of only such privileges as are required to supply the necessary wants of the people or that may add to their comfort, convenience and pleasure, but under no circumstances will privileges of a questionable nature or a demoralizing tendency be let or in any manner be tolerated upon the grounds or in the buildings, nor will any privileges be permitted where the business is conducted in other than a legitimate manner.
- **ACCESS TO PREMISES:** Food vendors shall allow access to premises to the Chamber staff at all times.
- **NON-PERMANENT STRUCTURES:** All food vendor stands must be designed to withstand high winds (gusts) without creating a danger to the public. Any obstruction or obstacle that is deemed by Chamber or Park staff to represent a hazard must be immediately corrected. All non-permanent structures (e.g., tents, shade coverings, etc.) shall be anchored in a manner as approved by Chamber or Park staff or other designated person. All holes made for these structures must be filled and repaired after removal. All structures must be fire-proof.
- **CASH REGISTERS:** All sales must be recorded by use of an approved cash register. So that accurate records can be kept, sales cannot be made from an open cash box, apron or off the counter. Each cash register is required to provide the following:
  - Legible detail tape set with current date and time.
  - Digital visual indicator so prices are in plain view as they are rung up.
  - Consecutive transaction number.
  - Cumulative "Z" counter.
  - "X" reading.
  - Grand Total counter that cannot be reset.
  - Key protector.
  - PLU-Price Look Up/Preset Keys must be set separately for each item being sold, even if the price is the same.
  - 30-day battery backup with memory protection.
- **SIGNAGE:** Food vendors must be supplied with and sell only wholesome food and pure, honest goods at reasonable prices. Food vendor shall post in a conspicuous manner at the front entrance to place of business, a sign printed in 2-inch letters showing the price to be charged for food, meals, beverages, or other articles to be sold under said lease; the size of said sign, manner and place of posting to be approved by Chamber management. **ABSOLUTELY NO HANDWRITTEN SIGNS ARE PERMITTED.**
- **APPEARANCES:** Food vendors and their help must be neat and tidy in their dress. Persons found working at any food vendor not complying with this rule may be asked to leave the grounds. Food vendors must keep their area in a sanitary condition by placing all refuse in garbage containers and cleaning their area throughout the festival.
- **ALCOHOLIC BEVERAGES:** No ale, beer, wine, or other intoxicating beverage of any kind shall be kept or sold by the food vendor or any of their employees within the grounds of the City Park.
- **ELECTRICAL WIRING:** The maintenance and wiring of any food vendors booth will be the responsibility of the organization or food vendor who operates the booth. ***Power will be within 50' of your booth space, you must provide your own commercial grade 10 or 12 gauge extension cords. Any cords not meeting the 10 or 12 gauge, commercial grade requirement will be removed.***
- **FIRE PREVENTION & SAFETY:** Fire suppression over cooking areas must conform to proper codes. Food vendors must provide proper fire extinguishers and keep their booth clean.
- **PROPANE TANKS:** TANKS MUST BE SECURED SO THEY DO NOT TIP OVER.
- **DELIVERIES:** All deliveries of food and merchandise to food vendor stands must be done during setup between the hours of 6 a.m. and 9 a.m. The park will be closed for all auto and truck traffic during all other hours the festival is open to the public. Supplemental deliveries can be done by foot traffic only.
- **GREASE REMOVAL:** Under no circumstances is grease or any solid waste material to be poured into rubbish barrels or drains. Check with the Park staff for the location of grease/oil dumping barrels.
- **FINAL CLEANUP:** All food vendors must return their space location to its pre-event condition.
- **ASSIGNMENT OF CONTRACT:** This contract, or any part thereof, cannot be assigned or otherwise disposed of without the written endorsement of the Lessor upon the face of same. Subletting of any part of space herein granted is not permissible.
- **EXPIRATION OF CONTRACT:** All food vendor leases will expire with the close of the 4th of July Celebration each year.

**CDA REGIONAL CHAMBER MAILING ADDRESS**  
**105 N. 1st St., Coeur d'Alene, ID 83814**  
**Questions?**  
**Event Coordinator: Miranda Hamilton**  
**Phone: 208.659.7013**  
**EMAIL: [Miranda.hamilton@insureinw.com](mailto:Miranda.hamilton@insureinw.com)**



FORM C: Due no later than July 9, 2021
FORM D: Due no later than July 9, 2021

2021 4th of July Festival Food Vendor Final Report Form

Business Name: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Business Contact Phone Number: \_\_\_\_\_

Table with 2 columns: Description and Amount. Rows include: Saturday & Sunday, July 3 & 4, 2021 Gross Receipts (\$), DEDUCT IDAHO STATE SALES TAX (Gross x .06) (- \$), TOTAL NET RECEIPTS (= \$), CALCULATE FOOD VENDOR FEE (x 12%), FOOD VENDORS PAY THIS AMOUNT (\$), FINE FOR FIRST REPORTING VIOLATION (+\$50), FINE FOR SECOND REPORTING VIOLATION (+\$100).

Food Vendor Signature \_\_\_\_\_

CdA Chamber Representative \_\_\_\_\_

Date \_\_\_\_\_

THIS FORM MUST BE SUBMITTED TO CdA REGIONAL CHAMBER NO LATER THAN FRIDAY, July 9, 2021 WITH FULL PAYMENT OF BALANCE DUE. A 1.5% late fee will be applied to any unpaid commission after 30 days. After 90 days, the amount due is subject to collections and forfeiture of inclusion in future Coeur d'Alene Chamber 4th of July Celebrations.



