



Melbourne Art Festival 2022 April 23 & 24, 2022, Wickham Park Food/Drink Vendor Information

Thank you for your interest in offering food vending services to Melbourne's premier Art Festival. This year, the Melbourne Art Festival is celebrating its 37th anniversary by transforming Wickham Park into a celebration of art, inspiration, and imagination complete with one-of-a-kind artwork, live music, an array of beverages, and a spectacular collection of food. Spectators will fill the park to purchase unique artwork and dine on amazing food.

Overview & Guidelines

- Melbourne Art Festival, Inc is accepting food and drink vendor applications for the 37th Annual Melbourne Art Festival (MAF) to be held at Wickham Park on Saturday and Sunday, April 23-24, 2022. Hours of operation are 9am-5pm Saturday and 9am-5pm Sunday.
- Food vendor set-up will occur 10am-3pm on Friday, April 22, 2022. Food vendors must vacate Wickham Park by noon on Monday, April 25.
- Potential vendors must submit a menu of the food/beverages they will be selling at the festival. MAF will work with potential vendors to minimize duplication but cannot guarantee exclusivity. MAF will approve style of food for accepted applications.
- Accepted vendors who have completed the application will be sent an acceptance email and parking pass. Note: Vendors who have not paid in full but have completed the application and has hard copies of the acceptance email and parking pass WILL NOT be allowed to enter the site and set up for operations.
- Prices for available menu items must be prominently displayed during festival operating hours.
- Vendor agrees to occupy booth space as assigned, and to be opened and staffed during all regular festival hours
- Accepted vendors may sell NON-ALCOHOLIC beverages from their point of sale. Sale of ALCOHOLIC beverages is the exclusive right of MAF.

Vendor Application

- The Application form should be printed out and completed by hand. Scan the completed document and email it to katecleary59@gmail.com
- The Vendor application must be filled out in its entirety - Incomplete applications will be rejected
- Unsigned forms will not be accepted
- Failure to meet deadlines for providing information and payments will result in a rejected application.
- The following is required to be submitted with this application:
 - \$100 non-refundable Application fee
 - Map, sketch, or photos of booth
 - A copy of your menu of items to be sold
 - Signed Indemnification Agreement (*Print the Indemnification Agreement, enter the required information, sign the "Agreed to by" section, scan the completed document, and return electronically and return to the MAF. A representative of the Melbourne Art Festival will complete and sign the "Witnessed by" section and acknowledge doing so by returning a copy to you*).
- Upon Application submittal, the MAF committee will respond with acknowledgment of application receipt, verify status, negotiate food style/menu if necessary, and verify the amount of the fee/tax.
- Vendor fees are required to be paid in full by March 15, 2022. Make checks payable to Melbourne Art Festival, Inc. Other methods of payment are negotiable.

Fees and Sales Tax

- The fee structure has changed from previous festivals. Please read carefully. Fee distinction between “Food Court”, “Concession” and “Food Truck” no longer applies.
- Fees listed are for both days of the Festival
- All vendor fees include applicable taxes
- Vendor space fees are Tier based only on size of space requested and if utility services (power/water) are required.
 - Tier 1 (20-foot frontage with no utilities) \$642
 - Tier 2 (20-foot frontage with power and/or water) \$856
 - Tier 3 (Larger than 20-foot frontage with power and water) \$_____ (Price assigned by MAF Board)

Vendor Location

- Vendor spaces will be available in dedicated food areas (“Food Courts”) and in standalone spots distributed around the festival site (“Concessions”). You may request a specific location, but Vendor locations will be rented and assigned in accordance with the best interest of the Festival, which the MAF Board, at its sole discretion, shall have the right to decide.
 - Vendor set-up requiring a depth of more than 10 feet MUST be in a Food Court.
 - Standalone spaces with greater than 10 feet frontage are available but limited in number.
 - Vendors with cooking surfaces or apparatus NOT located within a self-contained trailer or vehicle MUST be in a Food Court (these set-ups will have a depth more than 10 feet; see fire code discussion later).
- Space is limited. We encourage you to apply early and to meet all deadlines.
- You will not be allowed to enter the festival site and set up unless you have prior approval.
- MAF committee members will direct accepted vendors to their designated location(s) and to dedicated parking areas for transportation/storage vehicles.
- The Vendors location will be based on the size of the set-up. The Vendor Application requires the width, length, and height of the set-up vehicle. Note: The frontage length includes the *FULL length of set-up including vehicle appendages and trailer tongue*.
- MAF prefers to limit individual space frontage to 20 feet to maximize the number and variety of vendors, however additional frontage may be available at a Tier 4 fee (to be negotiated).
- Do not request more space than your normal set-up requires. This will allow us to accommodate the maximum number of vendors.
- Only one point of sale/vendor/applicant/corporation may occupy a single space for which a fee is calculated. Multiple points of sale within a single space in an obvious attempt to reduce fees will not be allowed.

Utilities

- Vendors utilizing MAF provided utilities (power and/or water) will have the utilities brought near the rear of their designated location. The Vendor will connect to the utilities by utilizing Vendor owned extension cords or hoses. Vendors may only connect utilities to the specific Vendor assigned hook-ups. This enables code-compliant distribution and equitable division of resources to all.
- Running water is available only at selected locations within Wickham Park.
- Vendors may supply their own water provided it is self-contained in supply and waste tanks. NO DUMPING of wastewater on park property is allowed.
- Power is available only at selected locations within Wickham Park. Vendors requiring MAF supplied power are subject to restrictions.
- Standalone spaces with power availability are limited and will be allocated on a first-come basis.
- Vendors requesting electrical power will be required to define their power requirements (120V or 220V, Max Amps required, and Electric plug type).
- Vendors may provide their own power using generators. Those doing so MUST use an **inverter** type, QUIET generator that does not disturb other nearby food and art vendors or the public.

Insurance, Licensing, and Permits

- Our insurance carrier requires that ALL exhibitors and vendors appearing at the MAF have Commercial General Liability Insurance including Products Liability Coverage. The minimum amount of coverage for General Liability is \$1M. We must receive a proper and completed Certificate of Insurance (Accord 25 COI) with Melbourne Art Festival listed as the Certificate Holder within 1 week of application submittal. **This form MUST be sent electronically and directly from your insurer to Melbourne Art Festival at one of the points of contact listed below. HAND-CARRIED OR HARD COPY WILL NOT BE ACCEPTED.**
- Accepted vendors MUST comply with all State and Local health and safety regulations, and obtain all required licenses, permits and insurance. Proof of license is required with application submittal.
- The MAF site (Wickham Park), including independent food vendor locations, is subject to City of Melbourne Code Compliance. MAF will provide a copy of the City of Melbourne requirements upon request. *An inspection will take place on Saturday morning before operation is allowed.* You may be required to produce documentation of compliance.

Address and Points of Contact

Direct questions to the points of contact listed below.

Melbourne Art Festival mailing address

Melbourne Art Festival
PO Box 611
Melbourne, FL 32902

Committee Points of Contact

Sal D'Amato, (321) 408-8445, sal@melbournearts.org
Kathleen Cleary, (321) 576-7763, katecleary59@gmail.com