



Melbourne Art Festival 2021

Wickham Park

April 24 & 25, 2021

Food/Drink Vendor Information

Melbourne Art Festival mailing address

Melbourne Art Festival
PO Box 611
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Committee Points of Contact

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Overview & Guidelines

- Melbourne Art Festival, Inc is accepting food and drink vendor applications for the 36th Annual Melbourne Art Festival to be held at Wickham Park on Saturday and Sunday, April 24-25, 2021. Hours of operation are 9am-5pm Saturday and 9am-5pm Sunday. Food vendor set-up will occur 10am-3pm on Friday, April 23, 2021. Food vendors must vacate Wickham Park as soon as practical after the festival closes on Sunday. Art Festival committee members will direct accepted vendors to their designated location(s) and to dedicated parking areas for transportation/storage vehicles. Special arrangements may be made for arrival and set-up; contact the committee.
- **SPECIAL CONSIDERATIONS FOR 2021** – Melbourne Art Festival will be allowed to operate providing we agree to make provisions given the ongoing COVID-19 pandemic. These include modified site layout, modified activities held and agreement to adhere to the Florida state and local guidelines in place at the time of the festival for holding outdoor public events. Examples include adequate spacing, avoidance of crowded areas, wearing of masks, etc. These provisions extend to all vendors operating at the festival. Food and drink vendors will be placed in accordance with best distancing practices and local fire code. We will expect vendors and their employees to adhere to COVID-19 mitigation guidelines while operating and to encourage adherence from customers.
- Potential vendors may propose sale of any type of food. Melbourne Art Festival, Inc will work with potential vendors to minimize duplication but cannot guarantee exclusivity. Melbourne Art Festival, Inc will approve style of food on sale for accepted applications. Prices for available menu items must be prominently displayed during festival operating hours.
- Accepted vendors may sell NON-ALCOHOLIC beverages from their point of sale. Sale of ALCOHOLIC beverages is the exclusive right of Melbourne Art Festival, Inc.
- Space is limited. We encourage you to apply early and to meet all deadlines. Incomplete applications and failure to meet deadlines for providing information and payments will result in a rejected application. You will not be allowed to enter the festival site and set up unless you have prior approval.
- Vendor spaces will be available in dedicated food areas (“Food Courts”) and in standalone spots distributed around the festival site (“Concessions”). You may request one type of location or the other, but different

requirements govern what type of vendor set-up may reside in each, so your request may not be honored. Examples of these requirements are as follow:

- 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).
- Running water is available only at selected locations within Wickham Park. Vendors requiring running water supplied by Melbourne Art Festival MUST be in a Food Court.
- Power is available only at selected locations within Wickham Park, including areas designated as Food Courts and SOME standalone locations. Vendors requiring power supplied by Melbourne Art Festival may request either type of location, subject to other restrictions. Standalone spaces with power availability are limited and will be allocated on a first-come basis.
- Please do not request more space than your normal set-up even if the fee structure permits a larger amount of frontage. 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.
- Vendors utilizing power and/or water provided by Melbourne Art Festival will have power and/or water hook-up brought near the rear of their designated location. You must provide extension cords or hose to go from these hook-ups to inside your space. DO NOT run extension cord or hose to power or water sources located further away. This enables code-compliant distribution and equitable division of resources to all.
- Vendors may provide their own power using generators. Those doing so MUST use an inverter type, QUIET generator (for example, a Honda or Yamaha inverter) that does not disturb other nearby food and art vendors or disturb the general peace.
- Vendors using vehicles or trailers may supply their own water provided it is self-contained in supply and waste tanks. NO DUMPING of wastewater on park property is allowed.
- Ice will be available for purchase at a cost of \$8 (tentative) per 40-pound bag.
- Accepted vendors MUST comply with all State and Local health and safety regulations, and obtain all required licenses, permits and insurance. Proof of license and insurance is required by the final payment due date. The Melbourne Art Festival site, including independent food vendor locations, is subject to City of Melbourne Code Compliance. An inspection will take place on Saturday morning before operation is allowed. You may be required to produce documentation of compliance. The following are excerpts taken from our 2019 permit to provide you with guidelines for acceptable operation. Any changes to these specific to the 2021 permit will be communicated to you.
 - *Cooking vendors using tents or canvas tops must be NFPA 701 compliant. Hot surfaces will be located away from the public with a minimum 10-foot separation from tents, rides or adjacent concessions. Any vendors cooking with oils or fats shall have a current tagged K class extinguisher in addition to the 2A10BC required extinguisher. Cooking equipment used in fixed, mobile or temporary concessions such as trucks, buses, trailers, pavilions, tents or any form of roofed enclosure shall comply with NFPA 96: requiring a kitchen exhaust hood and a currently certified fire suppression system complying with UL300. All pressure cylinders shall be securely chained.*
 - *Electrical – All electrical equipment and wiring shall be provided with mechanical protection to prevent physical damage. Flexible cords/cables shall not have any splices and shall be covered or arranged to prevent tripping hazards. Cord connectors shall not be within areas accessible to the public and must be elevated off the ground. Lighting inside tents/concessions shall be protected by guards. Flexible cords shall have GFI attachments/plugs. Receptacles, over-current protection and GFCI protection shall be in compliance with Article 525 of the National Electrical Code. Generators must be grounded and require a certified 2A10BC fire extinguisher.*

Fees and Sales Tax

IMPORTANT! The fee structure has changed from previous festivals as well as that advertised prior to cancellation of the 2020 festival. We have lowered the fee significantly to make participation in the Melbourne Art Festival more affordable given the economic challenges of 2020. Please read carefully. Fee distinction between “Food Court”, “Concession” and “Food Truck” no longer applies. Space fees are based only on size of space requested and if utility services (power/water) are required.

- Basic space with up to 20-foot frontage and no provided utilities: \$500 (note: standalone locations have a maximum depth of 10 feet; food court locations will be provided additional depth for code compliance). Again, please do not request more space than your normal set-up even if the fee structure permits a larger amount of frontage. Our space is limited, and we want to offer the maximum selection to our festival visitors. Standalone spaces greater than 10 feet are especially limited.
- Utilities provided by Melbourne Art Festival: add \$200 (power and/or water) for a total of \$700. As mentioned previously, requirement of power and/or water limits you to a Food Court area or a limited number of standalone spaces.
- Note that your requested frontage length includes the FULL length of set-up including vehicle appendages and trailer tongues; our preference is to limit individual space frontage to 20 feet to maximize the number and variety of vendors, however we understand this may not always be possible and will work with you. Additional frontage may be available for an additional fee (to be negotiated).
- **Examples** (Melbourne Art Festival will calculate final fee based on information provided by vendors)
 - Hot dog cart fitting in 10x10 standalone space with no utilities: \$500
 - 10-foot tent with cooking surfaces in food court with power and water: \$700
 - 18-foot truck (<10 feet wide) in standalone space with no utilities: \$500
 - 15-foot trailer (including tongue and <10 feet wide) in standalone space with power: \$700
 - 20-foot tent with cooking surfaces in food court with power and water: \$700
- **7% Sales Tax will be added to the basic fee and is due with final payment. Melbourne Art Festival will communicate to you the final total fee plus tax.**

Application Process

- Fill out the application form COMPLETELY and return to the Melbourne Art Festival by the first deadline date of March 8, 2021 (exceptions – license Information, insurance information and indemnification form may be provided with final payment). The Application form should be printed out and completed by hand. You may then either scan the completed document and email to one or both individuals listed on the first page of this document OR mail a hard copy to the physical address listed on the first page. Remember to keep a copy of the completed document for yourself.
- The Art Festival committee will respond with acknowledgment of application receipt, verify status (complete, additional information needed, accepted, tentative, rejected), negotiate food style/menu if necessary, and verify the amount of the fee/tax.
- 50% deposit of the agreed upon fee is due by second deadline date of March 22, 2021. Make checks payable to Melbourne Art Festival, Inc. Other methods of payment are negotiable.
- Balance of fee (including 7% sales tax) and outstanding information (proof of license and insurance, indemnification form) are due by third deadline date of April 12, 2021.
- **IMPORTANT INFORMATION REGARDING PROOF OF INSURANCE!** Our insurance carrier requires that ALL exhibitors and vendors appearing at the Melbourne Art Festival 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 by the deadline. This form **MUST** be sent electronically and directly from your insurer to Melbourne Art Festival at one of the points of contact listed on the first page. **HAND-CARRIED OR HARD COPY WILL NOT BE ACCEPTED.**
- Print the Indemnification Agreement, enter the required information, sign the “Agreed to by” section of the Indemnification Form and return to the Melbourne Art Festival. You may scan the completed document and return electronically OR physically mail a hard copy. 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.
- Accepted vendors who have completed the application process by the designated date will be sent an acceptance email and parking pass. Vendors who have not completed the application process and have hard copies of the acceptance email and parking pass **WILL NOT** be allowed to enter the site and set up for operations.
- Direct questions to the points of contact listed on the first page of this document.