

CELEBRATING FOOD, MUSIC & THE ARTS

ARTS  
FEST

**Double Decker**

OXFORD, MISSISSIPPI



PRESENTED BY



April 29, 2017

## Double Decker Food Vendor Guidelines

### EVENT DATE AND FOOD VENDOR HOURS OF OPERATION

Double Decker Arts Festival will be held on April 28-29, 2017 with food vending only on **Saturday, April 29, 2017**. Food vending operations will be held in a designated area around the Courthouse Square. The event will be held rain or shine. Attendance on the Saturday of Double Decker averages around 65,000 for the day.

Food Vending Hours of operation are 10:00am-5:30pm

### BOOTH SPACE

Booth sizes will be 10 linear feet (frontage) and 16 linear feet depth per booth space. All cooking equipment and other supplies must fit within this space. Food vendors are responsible for bringing all needed items for their vending operation, to include but are not limited to: tables, chairs, trash cans, trash can liners, equipment, etc.

**Food trucks will be allowed but must fit in the space provided. \*No generators will be allowed to remain at the festival. If you are planning to operate by generator, and it is loud, please plan to purchase electrical. \*STRICTLY ENFORCED\***

To ensure safety to our patrons and to keep the overall aesthetic quality desired, Double Decker will provide a booth façade and vendor signage (for façade) for all food vendor booths. Food vendor must provide proper menu signage for booth.

### VENDOR LOAD IN

Load in will be from **7:45am-9:00am on Saturday, April 29, 2017**. Vendors will load in on East Jackson Ave. (by St. Peter's Episcopal Church) going the wrong way onto East Jackson Ave. Vendors may begin lining up no earlier than **7:30am** (due to art vendor load in going on during this time). Load in will be accomplished on a first come, first serve basis, hence those vendors who are in line will have first priority to load in. Double Decker will make every effort to hook up all contracted electrical needs as soon as possible upon load in; we appreciate your patience and

understanding for any delays. In order to better serve you, the Double Decker Coordinator will contact all accepted vendors directly to coordinate details on load in.

All vendor vehicles must exit the public walking areas of the festival site (the square) no later than **9:00am** on Saturday, which is approximately one (1) hour prior to the festival opening at 10:00am.

### **VENDOR LOAD OUT**

Vendor vehicles will be allowed back on the square beginning at **5:30 pm**. Vendors can start breaking down their booths at **5:30pm** and must be off of the square by **6:30pm**.

VENDOR ROAMING IS STRICTLY PROHIBITED UNLESS PRIOR APPROVAL BY THE DOUBLE DECKER ARTS FESTIVAL.

### **SELECTION CRITERIA**

Vendor selections are based on several criteria and ONLY established Oxford/Lafayette County restaurants will be accepted. Criteria include: quality, local or regional representation, booth appearance, value and uniqueness of proposed menu selection, ability to effectively serve an extensive number of patrons over the course of the festival day, and experience in food vending, level of professionalism exhibited with equipment.

Vendors will be notified by Tuesday, February 28, 2017 of acceptance.

### **MENU SELECTION AND POLICIES**

As part of the selection process, vendors are required to submit a proposed menu including prices. Selection of vendors is based, in part, on menu items offered as well as value to the patron. Double Decker will partially base selection of food vendors on the criteria of uniqueness of menu offering; care will be given to avoid duplications in menu items by various in order to provide. If selected, your final menu and prices will be subject to approval by Double Decker. Selected vendors may ONLY sell those items listed in their application and must sell those items at the prices specified (reflecting tax and whole dollar amounts). To present a variety of menu options to our patrons, a limited number of vendors from each food category will be selected, at the sole consideration of Double Decker.

### **VENDOR FEES AND ELECTRICITY**

Selected vendors will be required to pay a \$375.00 participating fee. Selected vendors who need electricity will be required to pay an additional \$75.00 fee totaling \$450.00 for their total fee. Note: the only electrical service provided for vendors will be 20 AMP and 110 outlets.

### **PERMITS, LICENSES AND INSURANCE**

Participating vendors are expected to comply with all rules and regulations of the City of Oxford, Lafayette County Environmental Health Department and any other governing authorities' rules and regulations that may apply. Proof of business insurance is required to participate. Double Decker requires all vendors have a Lafayette County Health Department Inspection Permit; vendors are responsible for procuring the Health Permit and all associated fees.

Participating food vendors will be required to furnish to Double Decker a certificate of insurance evidencing a minimum of \$1,000,000 combined single limit general liability coverage naming Double Decker Arts Festival and Oxford Tourism Council as additionally insured.

#### **ADDITIONAL REQUIREMENTS**

- Double Decker reserves the right to maintain "Official and Exclusive" soft drink and water products, which must be purchased on site through Double Decker. Double Decker additionally reserves the right to set the pricing for soft drinks and waters to be sold by food vendors.
- Food vendors will not be allowed to sell, give away or consume alcoholic beverages.
- Food vendors will not be allowed to sell any non-food items without written permission from Double Decker. Use of the name "Double Decker Arts Festival" or any variation thereof, on any signage, t-shirts, printed materials, etc. will not be allowed without written permission from Double Decker.
- Vendors will be responsible for all collection and submission of the 7% sales tax and the 2% food & beverage tax; please refer to tax information provided upon acceptance as a food vendor.