Food and Beverage Vendor agrees, by submission of this application, they will provide the described food and beverage from a licensed Food Truck on the following dates and times:

*SSF Action:*

 *Approved*

 *Not Approved*

Thursday, May 11, 6:30 to 10:00pm (play begins at 7:30pm) Friday, May 12, 6:30 to 10:00pm (play begins at 7:30pm)

**and** Saturday, May 13, 4:30 to 10:00pm (play begins at 7:30pm) **and** Sunday, May 14, 6:30 to 10:00pm (play begins at 7:30pm) *End times are approximate.*

*Vendors for less than the full four days will be considered, however SSF prefers a commitment for the full four days.* ***NOTE: Start times above DO NOT include set-up time****.*

|  |  |
| --- | --- |
| **Vendor Name** |  |
| **Mailing Address** |  |
| **Contact Name/Number** |  |
| **Contact Email** |  |
| **Items to sell** |  |

**Because we would like to avoid the case of food vendors offering similar products, please provide a description of items to be sold at SSF**. Once approved, variation from these items is not permitted unless specifically approved in advance by the Southern Shakespeare Festival. Also, SSF will be selling canned sodas and waters as a fundraiser for $2.00 per can/bottle. Food vendors are not permitted to offer or sell canned sodas or waters for less than $2.00 per can/bottle.

# Vendors must submit with application:

* State License: Department of Business and Professional Regulations license, if applicable. For a GUIDE TO TEMPORARY FOOD SERVICE EVENTS visit: [**http://www.myfloridalicense.com/dbpr/hr/licensing/GT\_tempevents.html**](http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html)
* Certificate of Insurance listing the City of Tallahassee as an additional insured with required limits per occurrence. (See Insurance Requirements below for details.)
* Proof of vehicle insurance if utilizing motorized transportation

# General Vending Regulations:

* Food Vendor Set-Up Hours: Vendor may not arrive earlier than set-up time set by event coordinator.
* Food Vendor Break-Down Hours: Vendor must stop serving immediately at event ending time and start breaking down. Break down must be completed within 1.5 hours after the event ends.
* Food vendors may only sell during the official event times.
* Vehicles will **NOT** be allowed to stay in the vendor area. Vehicles must be removed by 30 minutes prior to event start time.
* Vendor areas will **NOT** allow vehicle access once event begins.
* All waste must be disposed of properly. Large trash, boxes and items must go with vendor upon leaving the space. Grease, charcoal, grill drippings and oil MAY NOT be dumped in city garbage cans. Vendors must make their own arrangements for disposing of this.
* Food items must be placed in bags before deposited into waste cans.
* Vendor must supply own extension cords.
* Suwannee Street will open approximately 1.5 hours after the event has ended.

# Safety Requirements:

* Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.
* Walkways must remain clear of debris.
* Tents/canopies must be properly weighted. Tents without weights will not be allowed onsite.
* Extension Cords must be taped down or covered to prevent a trip hazard.

# State of Florida DBPR Regulations Vending Requirements, if applicable:

Licensing and inspection may be conducted onsite by (DBPR), Division of Hotels & Restaurants Inspector. All Vendors are required to hold a license to be a vendor. All food vendors must comply with environmental health requirements for food booths at temporary events. Any questions, please call DBPR Customer Center at (850) 487-1395or see GUIDE TO TEMPORARY FOOD SERVICE EVENTS link provided above.

# Insurance Requirements

General Liability Insurance is required for all food vendors. The insurance limits are $1,000,000 per occurrence and listing the City of Tallahassee as additionally insured for the date(s) of the event.

Insurance must cover the event from set-up to tear down. The certificate holder must be listed as *City of Tallahassee, 300 S. Adams Street, Tallahassee, FL 32301*.

Submit completed application and applicable forms to:

***Southern Shakespeare Festival***

# Mail to:

**PO Box 10050**

**Tallahassee, Fl. 32302**

or email application to bianca@southernshakes.org

**I hereby agree on behalf of myself, my heirs, executor, administrators, and assigns to indemnify Southern Shakespeare Festival, its members, officers, employees, agents, servants, and sponsors, jointly and severally and hold harmless from and against any and all actions, claims, demands, and liabilities, loss, damages, and expense of whatever kind or nature, including attorney fees and costs, which may at any time be incurred by reason of my participation in the Southern Shakespeare Festival.**

Signature Date