



January 21, 2008

Dear Food Vendor:

Attached is a food vendor application for Secret City Festival 2008 held June 20 & 21. If you would like to be considered, please complete the application and return it with your menu, prices and proof of insurance no later than March 14, 2008. No fees are required with this application. Those vendors selected will be notified and informed of the cut-off date to submit fees.

A priority of the festival is to become as eco-friendly as possible. Vendors are encouraged to minimize and conscientiously dispose of waste and to use recyclable materials whenever possible. Recycling containers will be on-site at the festival. The festival is held outside on the grounds of the Oak Ridge Civic Center in Bissell Park. The event attracts people from Oak Ridge and the surrounding region and features arts/crafts, antiques/collectibles, children's activities, entertainment and community exhibits. The mission of the Secret City Festival is to become a premier event in East Tennessee while fostering pride and involvement in the Oak Ridge community by showcasing its diversity through cultural events and activities for people of all ages. The festival promotes the history of the city and unites its World War II heritage with the technological advancements that are ongoing within the City of Oak Ridge. This year's dates and times are as follows:

Friday, June 20, 2008	11:00 AM to 10:30 PM
Saturday, June 21, 2008	10:00 AM to 10:30 PM

Vendors must be on site both days. Set up will be Thursday, June 19, from noon until 6:30 PM. Failure to set up in advance of festival hours will result in disqualification to participate and forfeiture of fee.

Please note the following:

1. Security personnel will be on the grounds overnight Thursday and Friday.
2. Vendors will be limited in number and type of food.
3. Anderson Co. Health Dept. must be contacted two weeks prior to the event. Permitting will be done on site.
4. Certificate of liability insurance in the amount of at least \$1 Million must accompany application (**applications received without proof of insurance will not be considered**). Also include a copy of your business license.
5. Application must be received by March 14.
6. Cancellations with refunds will be accepted until May 1.

When completing registration information, be sure to describe:

1. Your equipment, cooking methods and set up.
2. Precise electrical requirements.
3. Need for water hook-up.
4. Food items (note that comparative items must be comparatively priced).
5. Any information about yourself, your organization and concessions that could be used in Secret City Festival press releases.

To request Secret City Festival information, registration forms, or to leave a festival-related message, call the Secret City Festival Information Line at 865-425-3610. For more detailed information and regular updates on festival activities, access the web site, www.secretcityfestival.com. I LOOK FORWARD TO SEEING YOU AT THE SECRET CITY FESTIVAL.

Sincerely,

Naomi Thompson
Concessions Chair

Enclosures:

Secret City Festival Information Guidelines
Secret City Festival Vendor Registration

P.O. Box 1 • Oak Ridge, TN 37831-0001 • Ph: 865-425-3610 • Fax: 865-425-3418 • www.secretcityfestival.com

SECRET CITY FESTIVAL 2008 INFORMATION AND GUIDELINES COMMERCIAL FOOD CONCESSIONS

REGISTRATION DEADLINE - Registration deadline is March 14, 2008. No refunds after May 1, 2008. Selection will be made by the Committee based on food type, competitive pricing and prior history with the Festival. Returning vendors are not automatically accepted.

REGISTRATION FEE - The fee is \$350. A vendor who cancels his/her registration will receive a full refund if the cancellation notice is received by May 1. No refunds will be given after that date. It is hereby agreed by and between the vendor and the City of Oak Ridge that this registration form may be canceled or revoked for just cause by the City of Oak Ridge at any time.

DEPOSIT – An additional \$100 deposit is required. If your booth space is left as you found it, you dispose of waste according to Festival guidelines and your electrical usage is as initially agreed upon, your deposit will be returned to you approximately two weeks after the Festival.

SET UP/TAKE DOWN - Units **must** set up Thursday beginning at noon and completing by 6:30 PM. All units must be removed no later than noon on Monday. **NO** takedowns are allowed during concession (open) time. It is your responsibility to provide any tables, chairs, lighting, etc., that you may need.

COKE/PEPSI TRAILERS - All arrangements for trailer delivery, set up and operation are the responsibility of the vendor. Your representative must be present when the trailer is delivered.

SPACE/ASSIGNMENT - Space assignments are made by the Concessions Committee. Unit size, water and electrical requirements, type food/preparation will influence space assignments and allocations. If a tent is to be used, absolutely **NO STAKES ARE ALLOWED**. If your booth, vehicle, and smoker/broiler, etc. will not fit in the allotted space, your vehicle must be moved off-site. Satellite locations are **20x20**. Vehicles may not be parked at these locations.

PARKING-UNLOADING – Additional parking areas are designated and a map and directions will accompany your confirmation. **NO** vehicles may access the site during concession hours. Vehicles may enter vendor area for re-stocking Saturday from 7:30 AM to 9:30 AM ONLY. This is a **pedestrian area only during concession time**.

ELECTRICAL APPLIANCES/HOOKUP - Electrical outlets (20 amp 125) are available on request. Requests for other options will be honored pending availability with a maximum allotment of 50 amps (direct wiring is not available). Cords may not be longer than the following: 100' of 10/3, 50' of 12/3, 25' of 14/3 and 10' of 16/3. Cords must be free of damage and have sound connections to the plug ends.

FOOD ITEMS - Only food items and prices submitted to and approved by the Committee may be sold. Coke/Pepsi products and bottled water may be sold as well.

ICE – An ice truck will be on site with ice available for purchase.

HOUSEKEEPING – Dumpsters are provided. One garbage can is provided for each vendor and vendors must supply their own garbage bags. All vendors will be responsible for site clean up and placement of surplus products, equipment, oil (**placed in a sealed container**), boxes, pallets, etc. in the dumpster. *Vendors who fail to empty garbage cans, remove equipment/trash or dispose of oil properly will not be considered for future Festival events.*

WASTE/RECYCLING – Vendors are encouraged to minimize and conscientiously dispose of waste at the festival. Please use recyclable materials whenever possible. Recycling containers will be on-site at the festival.

APPEARANCE - Booths should be attractive with tables covered and preferably skirted. Decorations appropriate for the "SECRET CITY FESTIVAL – FROM THE 40'S TO THE FUTURE" theme would be appreciated.

INCLEMENT WEATHER - No rain date! In case of continuing rain, some events may be held indoors at the Civic Center or the High School. The decision to move indoors rests with the Secret City Festival Committee.

INSURANCE – Certificate of liability insurance in the amount of at least \$1 Million must accompany your application.

LIABILITY - The Secret City Festival Committee, the City of Oak Ridge and sponsors will assume no responsibility for theft or damage of equipment or merchandise at any time during your participation in this event. Please do not leave your booth unattended. Vendors are responsible for compliance with all the appropriate city and state ordinances/statutes, including obtaining proper licenses and permits.



**2008 Food Vendor Application
June 20-21, 2008**

**** APPLICATIONS MUST BE RECEIVED BY MARCH 14, 2008 ****

Business Name:			
Contact Name:			
Address:			
City, State, Zip:			
Phone/Cell/Fax:	(P)	(C)	(F)
E-mail Address:			

Type Unit: _____ Total Dimensions (include hitches): _____
(Your space is determined by these dimensions)

Method(s) of Cooking: _____

ELECTRIC OUTLET (indicate number required, maximum 50 amps.): 125/20 amp _____
See page 2 for cord requirements. (Please describe special electrical needs in detail. Requests for special needs will be honored when possible, and an additional fee may apply. Direct wiring is not available.)

SPECIAL NEEDS _____

WATER HOOK-UP: A water station is provided. Please indicate whether you need water hook-up at your booth. _____ yes _____ no (Vendors must supply their own water hose)

Location: _____ Entertainment (main location) _____ Pavilion Area _____ Arts/Crafts Area
(Satellite locations are limited to one or two vendors each with reduced hours of operation: 11am-7pm Friday and 10am-7pm Saturday. Final selection will be made by the Executive Committee.)

Proposed Menu:

Item	Price	Item	Price

ALL ITEMS SUBJECT TO APPROVAL. NO ITEMS MAY BE SOLD THAT HAVE NOT BEEN APPROVED.
Please offer a drink refill price if possible.

NO FEES ARE REQUIRED WITH THIS APPLICATION. THOSE VENDORS SELECTED WILL BE NOTIFIED AND INFORMED OF THE CUT-OFF DATE TO SUBMIT FEES. NOTIFICATIONS WILL BE MAILED BY APRIL 1, 2008.

Please read carefully, initial each statement, and sign below:

1. I have read the Food Vendor Guidelines & Application and agree to comply with all terms and conditions therein.
2. It is my responsibility to comply with all health and fire regulations. I understand that the Health Inspectors and the Fire Inspector will be conducting on site inspections during the Festival and may shut down our booth unless their requirements are met and a health permit is purchased.
3. I understand that the Festival is open from 11am until 10:30pm Friday and 10am until 10:30pm Saturday. I will be present at my booth which will remain open during Festival hours.
4. I agree to minimize waste and recycle as much as possible.
5. I will dispose of oil properly, will empty my own garbage cans and will place my trash in the dumpster provided.
6. I also understand that I must leave the booth and its surrounding area clean at the conclusion of the Secret City Festival. Failure to comply may result in our group not being invited to participate in the future and forfeiture of clean-up deposit.

Signature: _____ Date: _____

Please submit, no later than 4pm, March 14, 2008, your:

- Proof of Insurance
- Completed Application
- Photo of Unit (if new applicant)

Return this form to: SECRET CITY FESTIVAL
ATTN: NAOMI THOMPSON
P.O. BOX 1, OAK RIDGE, TN 37831-0001
865-425-3418 (FAX)

Applications received without proof of insurance will not be considered.