

2018 GUIDELINES FOR COMMERCIAL FOOD VENDORS



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#Diversityinthe603

Thank you for your interest in participating in the 12th Annual Concord Multicultural Festival! With your participation, we are able to create an engaging event that brings people together to celebrate the diverse community so enriching.

Each year, the Concord Multicultural features a full lineup of performances, food vendors, craft vendors, artists and activities that represent more than 30 cultures from around the world, presented by folks who live and work locally. Be sure to check out our [website](#) and [Facebook page](#) and [sign up for our e-newsletter](#) to stay up to date on all the happenings!

Event Location, Date + Time:

LOCATION: NH State House Lawn, Plaza and Capitol Street, which is adjacent to the lawn/plaza.

DATE: Sunday, September 23, 2018

TIME: 11:00 am - 4:00 pm

A little overview of the landscape:

PERFORMANCES:State House Plaza

ACTIVITIES:State House Lawn

NON-SELLING VENDORS/EXHIBITS:State House Lawn

FOOD + CRAFT VENDORS:Capitol Street

WELCOME TENT:State House lawn near Capitol Street

VENDOR INFORMATION

Food Vendor Coordinator: Dee Stewart, (603)244-8990, deeluxeparties@gmail.com

By submitting your registration, you are agreeing to these guidelines.

Vendor Space:

- 10' x 10' space
- Commercial Food Vendors are responsible to provide their own tables, chairs, tents, supplies and equipment.
- Tents MUST be weighed down – NO EXCEPTIONS. Weights must be a minimum of 25lbs each and must be affixed to the tent at all times. No stakes - the ground is pavement.
- All spaces will be assigned at the discretion of the Festival planners.

Fees:

- 10' x 10' space:\$30
- Payments are due at the time of registration, or no later than one week prior to the Festival.
- Refunds will be issued with cancellation notice of 7 days or more.

Set-up and Break-down:

*More detailed information will be provided closer to the event.

- Vendors may arrive as early as 8:00 am to set up.
- Please arrive on Capitol Street via North State Street. There will be barricades, but a volunteer will be stationed there to move them for you.
- Once you have unloaded, please move your vehicle via Evans Lane to the designated Vendor Parking area (TBD). Vehicles must be removed from Capitol Street by 10:30 am.
- Vendors must check-in with a Vendor Coordinator upon arrival to be directed to assigned space.
- Set-up must be complete by 11:00 am when the Festival opens.
- Set-up is the sole responsibility of the vendor, please plan accordingly.
- Vendors must provide their own tables, chairs, tents, weights, equipment, supplies, etc.
- Tents **MUST** be weighed down – **NO EXCEPTIONS**. Weights must be a minimum of 25lbs each and must be affixed to the tent at all times. No stakes - the ground is pavement.
- There is no access to electricity.
- This is an outdoor event and is rain or shine, please plan accordingly.
- Please do not break down until end of Festival at 4:00 pm.
- Vehicles are not permitted in Festival area until the audience has cleared and the Festival Director has deemed it safe.

Guidelines:

- **All food vendors must follow the [food safety requirements](#) set forth by the City of Concord, NH Code Enforcement Department.**
- If this is your first time selling product in Concord, NH, additional licensing fees may apply. Please contact City of Concord, NH Code Enforcement Department: (603)225-8580.
- Selling is prohibited on the State House Lawn + Plaza; all selling vendors will be located on Capitol Street.
- This is a family event. Items and materials displayed and offered at booth should be respectful of all cultures and people. The Festival Committee reserves the right to restrict displays which, because of noise, methods of operation, materials or for any reason, are offensive or become objectionable, and to prohibit or remove any displays which, in the opinion of the Festival Committee, detract from the general character of the Festival. This includes anything political that is directly related to a specific candidate or party.
- No alcohol, fireworks, silly string, snap pops or stink bombs.
- No banners, signs or placards shall be attached or affixed to any facility, statue or fixture on the grounds. No staking in lawn. Individual vendors will be held responsible for any damage caused to State or City property during Festival.
- Due to the outdoor nature and size of the Concord Multicultural Festival, we are not able to be responsible for your equipment, materials, belongings, etc. The Festival assumes no liability for vendors' property at any time before, during or after the event.
- Vendors are responsible for their own general liability and product liability insurance (optional).
- Locations, procedures, guidelines, and fees are not guaranteed for future festivals.

NEW - TOKEN SYSTEM

In an effort to improve the experience for food vendors and attendees, we will be selling 'tokens' from a central location at the Festival that will serve as cash.

How this works:

- Customers will purchase tokens from Festival staff at the Welcome Tent.
- These tokens will be worth \$1 and \$5 each and should be accepted as payment at your booth.
- Menu items will be priced to correspond with the token amounts.
- At the end of the Festival, you will bring your tokens to the Welcome Tent to be paid via cash or check for the total value of the tokens.

How this helps:

- Customers will be able to pay via cash and credit, allowing for more money to be spent.
- Tokens will alleviate counting cash and giving change to customers.
- Allows the Concord Multicultural Festival Team more opportunity to interact with attendees, which will help to increase our fundraising efforts, share our mission and build more relationships with community members.

Fundraising for the Concord Multicultural Festival:

- The Festival Team will be selling beverages (waters, sodas, etc.), branded water bottles and other goods at the Welcome Tent to raise funds for the Festival. Our mission is to create a welcoming community, and we are currently working to increase our efforts beyond the day of the event, and do this important work year-round.