

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

**SUNDAY, SEPTEMBER 23, 2018 • 11:00 AM - 4:00 PM • NH STATE HOUSE**

**FOOD VENDOR INFORMATION** - PLEASE REVIEW CAREFULLY, AS WE HAVE MADE SOME CHANGES

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

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

### **MENU, RECIPES + INGREDIENTS**

- ❖ Once you have submitted your menu and ingredient list, please do not make any changes.
- ❖ Food vendors without a commercial food license will prepare food at the NH Food Bank in Manchester, with the assistance of NH Food Bank Chefs and staff on the day before the Festival: Saturday, September 22, 2018.
  
- ❖ **NH Food Bank will provide ONLY the following ingredients:**
  - o Potato
  - o Onions
  - o Carrots
  - o Red Onions
  - o Roma Tomatoes
  - o Garlic
  - o Ginger
  - o Limes
  - o Jalapenos
  - o Cilantro
  - o Frozen Peas
  - o Vegetable Oil
  - o Flour (all purpose)
  - o Sugar
  - o Salt + Pepper
  
- ❖ **Food vendors are responsible to provide the remainder of necessary ingredients and follow these guidelines for food safety:**
  - o All food must be purchased from a grocery store or licensed food vendor, and a receipt must be presented to Chefs upon arrival at NH Food Bank.
  - o Please keep meat, produce and other perishables properly stored from the time of purchase until arrival at the NH Food Bank.
    - ☆ We strongly recommend purchasing ingredients on the way to the NH Food Bank for your scheduled cooking time.
  
- ❖ Please plan to attend a meeting in August, at which the Chefs from NH Food Bank will:
  - o Review your ingredient list.
  - o Provide guidance on portion sizes and pricing for your menu.
  - o Explain or review the process of cooking for the Festival.
  - o Review the expectations while cooking at the NH Food Bank.
  - o Schedule your cooking time.

#### DATES

*Select one:*

- o August 14 @CC, 6pm,
- o August 15 @NHFB, 11am
- o August 16 @NHFB, 5pm
- o August 22 by appointment

### **EXPECTATIONS WHILE IN THE NH FOOD BANK KITCHEN**

- ❖ No open-toed shoes will be allowed - NO EXCEPTIONS. If you arrive at the NH Food Bank with open-toed shoes, you will be asked to leave and change your shoes before returning.
- ❖ Please keep your workstation clean
  - o Wipe down with sanitizer
  - o Sweep the floor around your station
  - o Wash your dishes
- ❖ Please note that the NH Food Bank kitchen contains several potential hazards for young children.

## WHAT TO EXPECT AT THE EVENT

THE FESTIVAL TEAM WILL PROVIDE THE FOLLOWING ITEMS AT YOUR BOOTH:

- ❖ Chafing pans to keep food hot
- ❖ Serving utensils
- ❖ Gloves
- ❖ Food safety supplies
- ❖ Containers/bags to take leftover food
- ❖ Containers to keep tokens in
- ❖ 8' Table w/ 2 chairs
- ❖ Plastic table covers
- ❖ Plates/Bowls/Forks/Spoons/Napkins
- ❖ Signage with information about the food

## SETUP + BREAKDOWN

*\*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.**
- 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 and to extend the work of our mission beyond the day of the event, and work year round to continue cultivating a welcoming community in Concord, and throughout the state.

## **CONTACTS:**

Dee Ann Stewart, Food Vendor Coordinator - 603.244.8990 - [bloomintime3@gmail.com](mailto:bloomintime3@gmail.com)

Cheryl Bourassa, Assistant Food Vendor Coordinator - 603.848.2651 - [cheryl@newamericanaficans.org](mailto:cheryl@newamericanaficans.org)

Ghana Sharma, Assistant Food Vendor Coordinator - 603.848.2764 - [gshyamdahal@gmail.com](mailto:gshyamdahal@gmail.com)

NH Food Bank Chefs - Chef Jayson McCarter, Chef Paul Morrison

Jessica Livingston, Festival Director - 603.568.5740 - [jessica@jlivinspirations.com](mailto:jessica@jlivinspirations.com)



*Help us spread the word - and our mission!  
Follow us on Facebook, Twitter + Instagram  
Post, share, retweet and use the hashtag:*

**#Diversityinthe603**

**CONCORD MULTICULTURAL FESTIVAL**  
**SUNDAY, SEPTEMBER 23, 2018**  
**11:00 A.M. - 4:00 P.M.**



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**#Diversityinthe603**

**INDIVIDUAL/NON-COMMERCIAL FOOD VENDOR REGISTRATION**

**Organization Name (if any):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Is this your first time cooking at the Concord Multicultural Festival?** \_\_\_\_\_

**Culture/Country you will be representing:** \_\_\_\_\_

**What food(s) will you be serving:** \_\_\_\_\_

**Please provide a description of the food(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please circle the ingredients that are needed for your recipe(s):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Potato        | <input type="checkbox"/> Limes         | <input type="checkbox"/> Garlic              |
| <input type="checkbox"/> Onions        | <input type="checkbox"/> Jalapenos     | <input type="checkbox"/> Vegetable Oil       |
| <input type="checkbox"/> Carrots       | <input type="checkbox"/> Cilantro      | <input type="checkbox"/> Flour (all purpose) |
| <input type="checkbox"/> Red Onions    | <input type="checkbox"/> Frozen Peas   | <input type="checkbox"/> Sugar               |
| <input type="checkbox"/> Roma Tomatoes | <input type="checkbox"/> Vegetable Oil | <input type="checkbox"/> Salt + Pepper       |
| <input type="checkbox"/> Ginger        |  |  |

**Please provide the list of additional ingredients needed to prepare this food**

(note: this is just for the Chefs' reference; you are responsible to provide these ingredients):

\_\_\_\_\_  
\_\_\_\_\_

**Please check what you require for serving your food items:**

\_\_\_Plates \_\_\_Bowls \_\_\_Forks \_\_\_Spoons \_\_\_Knives

**Will you require assistance at your booth?** \_\_\_\_\_ **Please specify** \_\_\_\_\_

**Do you require transportation to the NH Food Bank?** \_\_\_\_\_

**If so, please provide your address:** \_\_\_\_\_

→ I hereby grant permission to the Concord Multicultural Festival to take photo(s) of me/my booth and I understand these photos may be used in future marketing and publicity efforts. **YES / NO**

→ By submitting this form, I acknowledge that I have read and understand the Vendor Guidelines and agree to adhere to them: **YES / NO**

→ **Please indicate which date you will be attending your orientation with the Festival Chefs:**

- \_\_\_ Tuesday, August 14, 6-7pm, Creating Community, Concord  
\_\_\_ Wednesday, August 15, 11am-12pm, NH Food Bank, Manchester  
\_\_\_ Thursday, August 16, 5-6pm, NH Food Bank, Manchester

PLEASE RETURN COMPLETED FORM TO:

JLiv Inspirations, PO Box 173 Concord, NH 03302 // Or scan and email to: [jessica@jlivinspirations.com](mailto:jessica@jlivinspirations.com)