



# FOOD VENDOR INFORMATION

UPDATED: 7/2019



# OVERVIEW

## Thank you for your interest in participating in the 13TH 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 22, 2019**

**11:00 AM - 4:00 PM**

**NH STATE HOUSE**

107 NORTH MAIN STREET  
CONCORD, NH

.....  
[www.ConcordNHMulticulturalFestival.org](http://www.ConcordNHMulticulturalFestival.org)  
[Connect@ConcordNHMulticulturalFestival.org](mailto:Connect@ConcordNHMulticulturalFestival.org)



**#DIVERSITYINTHE603**

## CONTACTS

**Dee Ann Stewart, Food Vendor Coordinator**  
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**Cheryl Bourassa**  
Asst. Food Vendor Coordinator  
603.848.2651 - cbourassa59@gmail.com

**Ghana Sharma**  
Asst. Food Vendor Coordinator  
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**NH Food Bank Chefs**  
Chef Jayson McCarter  
Chef Paul Morrison

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

**NH Food Bank Address**  
700 E Industrial Park Drive  
Manchester, NH 03109



# COOKING

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: **Saturday, September 21.**

## EXPECTATIONS WHILE IN THE KITCHEN

- Please keep your workstation clean.
- Wipe down workstation with sanitizer.
- Sweep the floor around your station.
- Wash your dishes.
- Please note that the kitchen contains several potential hazards for young children.
- 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.

## ORIENTATION

**Please plan to attend an orientation to discuss the following details:**

- Ingredient list.
- Portion sizes and pricing for your menu.
- Cooking process for the Festival.
- Expectations while cooking at the NH Food Bank.
- Schedule your cooking time.

## ADDITIONAL INGREDIENTS

**Food vendors are responsible to provide the remainder of ingredients and to follow these guidelines for food safety:**

- 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.
- 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.

## INGREDIENTS TO BE PROVIDED:

Potatoes	Jalapeños	Ginger
Onions	Frozen Peas	Sugar
Carrots	Limes	Salt + Pepper
Red onions	Cilantro	Vegetable Oil
Roma tomatoes	Garlic	Flour (all purpose)



# EVENT DAY

Please arrive at the event **no later than 10am** to meet with the Food Coordinator to go over the details, plans, and procedures for the day.

## WHAT TO EXPECT AT THE EVENT

**The following items will be provided at your vendor booth:**

- 8' Table w/ 2 chairs.
- Plastic table covers.
- Containers to keep tickets in.
- Plates/Bowls/Forks/Spoons/Napkins.
- Containers/bags to take leftover food.
- Signs with information about the food you will be selling.
- Chafing pans to keep food hot.
- Serving utensils.
- Gloves.
- Food safety supplies.

## TICKET SYSTEM

We are still refining the details to ensure a smooth, seamless process. Once it is finalized, we will contact you with the details and be available for any questions.

## SETUP + BREAKDOWN

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

- Vendors may arrive as early as 8:00 am.
- 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 your items, 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 Food Coordinator upon arrival to be directed to assigned space.
- Set-up must be complete by 10:45 am (the Festival begins at 11:00 am)
- The Festival Team will provide the above mentioned items for each booth, but vendors are welcome to bring additional items to add culture and decor.
- There is no access to electricity.
- This is an outdoor event and is rain or shine, please plan accordingly.
- Vendors are required to break down their booth (popup tent and tables) and clean the area.
- Please do not break down until the 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

## 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 and product liability insurance (optional).
- Locations, procedures, guidelines, and fees are not guaranteed for future festivals.



# REGISTRATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ORGANIZATION (IF ANY): \_\_\_\_\_

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 CIRCLE THE INGREDIENTS YOU WILL NEED:**

POTATOES	ONIONS	CARROTS	RED ONIONS	ROMA TOMATOES	
JALAPEÑOS	FROZEN PEAS	LIMES	CILANTRO	GARLIC	GINGER
SUGAR	SALT + PEPPER	VEGETABLE OIL	FLOUR (ALL PURPOSE)		

**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):

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

**DO YOU REQUIRE TRANSPORTATION TO THE NH FOOD BANK ON SATURDAY, SEPTEMBER 21?**

IF YES, PLEASE PROVIDE YOUR ADDRESS: \_\_\_\_\_

→ **PLEASE INDICATE WHICH DATE YOU WILL BE ATTENDING YOUR ORIENTATION:**

\_\_\_ MONDAY, SEPTEMBER 9 @ NH Food Bank, Appointment only (8am-3pm) Desired Time: \_\_\_\_\_

\_\_\_ TUESDAY, SEPTEMBER 10 @ Creating Community, 5:00-6:00pm

\_\_\_ WEDNESDAY, SEPTEMBER 11 @ NH Food Bank, 11:00am-12:00pm

\_\_\_ THURSDAY, SEPTEMBER 12 @ NH Food Bank, 5-6pm

**PLEASE CONFIRM THE FOLLOWING BY CIRCLING YES OR NO:**

→ 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**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**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)