

# 2023 GUIDELINES FOR LICENSED FOOD VENDORS



*Thank you for your interest in participating in the 16<sup>th</sup> Annual Concord Multicultural Festival!*

With your participation, we're able to create an engaging event that brings people together to celebrate the diverse heritages that make the Greater Concord community so enriching.

Each year, the Concord Multicultural Festival features a full lineup of performances, food vendors, craft vendors, artists and activities that showcase the many cultures that are represented in our community.

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!

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

## **FESTIVAL FEES:**

- 10' x 10' space: .....\$250
- 8ft Table + 2 Chairs .....\$35
- 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.

## **CITY PERMITS + LICENSES:**

**Non-Concord Vendors** are required to obtain a **Temporary Food/Peddler's License (\$65/day)** from the City of Concord. **Please fill out the application here:**

<https://concordnh.gov/DocumentCenter/View/18788/Application-for-Temp-Food-Temp-Peddler?bidId=>

For questions regarding City permits, please contact City of Concord Health & Licensing Department: 603-225-8580

## **FOOD VOUCHER SYSTEM **MANDATORY****

The Concord Multicultural Festival is required to pay NH Rooms and Meals Tax for the food vendors who are not licensed businesses. In order to track the food sold by these vendors, we require attendees to purchase food with food vouchers provided by the Festival. To avoid confusion, we require ALL food vendors to accept the food vouchers ONLY. **Please do not accept cash.** At the end of the day, food vendors will redeem their food vouchers for cash.

QUESTIONS? Please email [connect@concordnhmulticulturalfestival.org](mailto:connect@concordnhmulticulturalfestival.org)

## **VENDOR SPACE:**

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

## **SET-UP AND BREAK-DOWN:**

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

- Setup begins at 8:00am.
- \*Vendors will be assigned a setup time and must adhere to the assigned time.
- Vendor load-in will take place at the Citywide Community Center, 14 Canterbury Road.
- There will be signs and volunteers stationed there to direct you.
- Once you have unloaded, please move your vehicle to the designated parking area (location TBD).
- 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.
- ***Cultural decor is welcome and encouraged!***
- Tents MUST be staked or weighed down – NO EXCEPTIONS. Weights must be a minimum of 25 lbs each and must be affixed to the tent at all times.
- There is no access to electricity.
- This is an outdoor event and it is rain or shine, please plan accordingly.
- Please do not break down until the end of the Festival at 4:00 pm.

#### **GUIDELINES:**

- **All food vendors are responsible for their own space and food service, and must follow the [food safety requirements](#) set forth by the City of Concord, NH Code Enforcement Department.**
- This is a family event. Items and materials displayed and offered at booths 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, stink bombs, or anything else that would cause damage or excessive mess.
- Individual vendors will be held responsible for any damage caused to City property during the 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.

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!

*Help us spread the word! Join us on Facebook, Twitter, Instagram - use the hashtags  
#Diversityinthe603 #ThisisUS #UnityInCommunity*