



## FOOD VENDOR REGISTRATION (NON-LICENSED)

PLEASE REVIEW CAREFULLY - *By submitting your registration, you are agreeing to these guidelines.*

### CONTACT:

Ghana Sharma, Food Coordinator - 603-848-2764 call/text

Jessica Livingston, Festival Director - 603.568.5740 - [connect@concordnhmulticulturalfestival.org](mailto:connect@concordnhmulticulturalfestival.org)

### OVERVIEW:

For non-licensed food vendors, we work with partners like the NH Food Bank to ensure that all food is prepared according to City of Concord food safety rules. All food must be prepared at one of our approved commercial kitchens, with the assistance of ServSafe certified staff/volunteers. Cooking will take place on one of the following days:

- **FRIDAY, SEPTEMBER 20, 2024 • 8:00AM - 4:00PM**
- **SATURDAY, SEPTEMBER 21, 2024 • 8:00AM - 4:00PM**

We will work with you to confirm your date and location as it gets closer. If you have a preference, please let us know and we will do our best to accommodate you.

### FOOD VENDORS ARE REQUIRED TO ATTEND A MEETING 2-3 WEEKS BEFORE THE EVENT.

*During this meeting, the Chefs will -*

- Review your menu. cooking for the Festival.
- Provide guidance on portion sizes and pricing for your menu. ➤ Review the expectations while cooking
- Explain or review the process of location. ➤ Schedule your cooking time and location.

## INGREDIENTS

### FOOD VENDORS ARE RESPONSIBLE TO PROVIDE THEIR OWN INGREDIENTS.

- We will provide \$200 in the form of gift cards to a local grocery store to help you purchase your ingredients. \*Please note: \$100 needs to be paid back after the Festival. See below for "payout" information.
- All food must be purchased from a grocery store or licensed food vendor.
- Please keep your receipts and give them to the Chefs when you arrive to cook.
- Please keep meat, produce and other perishables properly stored from the time of purchase until arrival at the cooking kitchen. We strongly recommend purchasing ingredients on the way to the kitchen for your scheduled cooking time.

## **FOOD PREPARATION**

### **EXPECTATIONS WHILE IN THE KITCHEN**

- Please note that the kitchens may contain several potential hazards for young children.
- Please plan to bring at least one person with you to help with cleanup and dishes.
- No open-toed shoes will be allowed - NO EXCEPTIONS. If you arrive at the kitchen with open-toed shoes, you will be asked to leave and change your shoes before returning.
- Keep your workstation clean
  - Wipe down with sanitizer
  - Sweep the floor around your station
  - Wash your dishes
  - Do not leave the kitchen until a staff member has checked your space for cleanliness

## **AT THE FESTIVAL**

### **THE FESTIVAL TEAM WILL PROVIDE THE FOLLOWING ITEMS AT YOUR BOOTH**

- |   |   |
|---|---|
| ➤ Chafing pans to keep food hot         | ➤ Containers to keep vouchers in        |
| ➤ Serving utensils                      | ➤ Popup tent, 8' Table w/ 2 chairs      |
| ➤ Gloves                                | ➤ Plastic table covers                  |
| ➤ Food safety supplies                  | ➤ Plates/Bowls/Forks/Spoons/Napkins     |
| ➤ Containers/bags to take leftover food | ➤ Signs 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, but no later than 9am to meet with the Food Coordinator to go over the details, plans, and procedures for the day.
- Please consider decorating your booth with items from your culture to look festive!
- Please arrive via the Community Center parking lot at 14 Canterbury Road. Volunteers will direct you to the Food Vendor area.
- Please check-in with a Food Coordinator upon arrival to be directed to your assigned booth.
- Set-up must be complete by 10:45 am (the Festival begins at 11:00am)
- Once you have unloaded your items, please move your vehicle to the designated Vendor Parking.
- 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 the end of the Festival at 4:00 pm.
- Vehicles are not permitted on the grass at all.
- Vendors are required to break down their booth (popup tent and tables) and clean the area.  
*\*You will not be able to cash out until this is completed and checked by a coordinator.*

### **REDUCING WASTE**

The Festival Team is committed to becoming more environmentally friendly and will be taking steps to reduce waste during the Festival. When planning your Food Vendor booth, please be mindful of waste and harmful materials to the environment like excessive plastic. Thank you for helping us be good to our planet!

## **GUIDELINES**

- **All food vendors 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 or stink bombs.
- No banners, signs or placards shall be attached or affixed to any facility, tree, or fixture on the grounds. Individual vendors will be held responsible for any damage caused to City or Park 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 liability and product liability insurance (optional).
- Locations, procedures, guidelines, and fees are not guaranteed for future festivals.

## **PAYMENT SYSTEM**

### **VOUCHERS**

**Attendees will be purchasing food with vouchers that look like small tickets.** These will act the same as cash and you will trade them in at the end of the event for real cash. We are required to pay the NH State Meals Tax on the food sold at the Festival, and this is the only way we can track the food sales and pay the required taxes.

#### How this works:

- Customers will purchase vouchers from Festival staff at designated tents.
- These vouchers will be worth \$1 and \$5 each and should be accepted as payment at your booth.
- Menu items should be priced to correspond with the voucher amounts (whole dollar amounts).

### **PAYOUT**

Throughout the Festival, there will be authorized volunteers collecting your earned vouchers to count. They will record your earnings on a sheet of paper that you will approve. This saves time at the end of the Festival when cashing out.

- At the end of the Festival, once you've taken down your tent and table, you will bring your vouchers to the designated place.
- The Festival keeps 10% of your earnings to pay the NH State Rooms and Meals tax.
- The Festival will recoup \$100 of the initial \$200 that was given to you up front for the cost of ingredients.
- You will be paid with cash or check for the total value of the vouchers you earned, minus the withholdings described above.

**[CLICK HERE TO COMPLETE ONLINE REGISTRATION FORM](#)**