

WORLD of FOOD @31st CAMBRIDGE RIVER FESTIVAL

About the River Festival

The Cambridge River Festival is an annual celebration of the arts along the Charles River, attended by over 100,000 people, with music stages, family entertainment, art-making activities, food and crafts.

The World of Food is one of the most popular attractions at the festival. It features international cuisines, healthy choices, and festival favorites. We select vendors who sell just a few items, arranged to be served quickly and efficiently. If multiple vendors want to sell the same food items, we may negotiate menus to minimize duplication or decline applications that offer the same foods.

To Apply

Complete the enclosed application.

List all foods and beverages with their prices

Indicate all equipment and fuels you will use

Fill out the "Supplemental Information for Temporary Food Service Application" form from the City of Cambridge Inspectional Services. Complete each space marked with a star (*).

Include a **certified check or money order payable to Cambridge Arts Council**. Print your name on the check. We do not accept cash, personal or business checks.

In addition to the application form, enclosed are:

- ✓ **Supplemental Information for Temporary Food Service Application** – Fill out and return with application & site fee.
- ✓ **Food Service & Vending Regulations** - Please read these carefully.
- ✓ **Recycling Guidelines** – Please read these carefully.

Contact us immediately if you did not receive any of these forms. Setup schedule, parking pass (for one vehicle), map and directions, will be provided in a final confirmation letter sent in early June.

Application Deadline

The deadline for applications is **May 31, 2010**. Applications will be accepted on a rolling basis. You will receive a response within two weeks.

Applications received after May 24th will be considered only if space is still available. Apply early for your best chance of getting accepted. We will not cash your check unless your application is accepted. If we decline your application, your check will be returned.

Incomplete applications, **including those without checks or the Inspectional Services form**, will be returned. You may reapply, but the delay could jeopardize your opportunity to participate. Do not purchase food for the event until you receive our confirmation letter.

Cancellations and Refunds

All cancellations must be made in writing. Additionally, a call or email would be appreciated. Cancellations **received** by April 15, 2010 will be refunded in full; if **received** by May 1st, 2010 the fee minus a 20% cancellation fee will be refunded.

We will not issue refunds after May 16, 2009. Refunds will not be given to those who fail any Cambridge Fire Department or Health inspections on site, or to those in violation of the rules who are asked not to operate. This is a Rain or Shine event ~ refunds will not be made due to weather.

Site Information

All sites are pre-assigned. The site size listed is the length of each site; sites are 10' deep (except for trucks). Fees are listed on the application; the price includes all city fees.

Premium food vending sites are located between DeWolfe and Flagg Streets on Memorial Drive; they cost more, but offer the best exposure to festival attendees. Generators are not allowed in this area.

We allow a limited number of trucks by prior arrangement, in the DeWolfe Street snack area only, for desserts and beverages only.

Standard food vending sites, available in a variety of sizes, are located between Flagg Street and Akron Street.

Qualified non-profit organizations such as churches and community groups where all proceeds from food sales go directly to the organization may reserve a standard site for a reduced fee. You must provide your Federal tax-exempt ID number to qualify.

Vendors provide their own **tables, tents, booths, trash cans and bags**. We provide curbside trash pickup. Electricity is not available.

NOTE: This is a **rain or shine event** and we encourage vendors to plan for sun or rain protection.

There is no rain date.

We provide **one parking space** per vendor. A shuttle van from the parking lot is provided. Two people able to drive your delivery vehicle are required. You will be unloading and then parking at an assigned off-site location.

Ice will be sold by a commercial ice vendor (about \$8 per 40 lb. bag), with three deliveries during the day. Water will be available from a spigot for cleanup only.

Rules

- Vendors may sell only items listed on their application.
- All fuels, cooking and serving equipment must be listed on the application.
- The sale of any item or use of any fuel or equipment not listed on this application will be considered a violation and could result in the closing of your sales booth with no refund.
- We do not allow vendors to play music during the event
- Cambridge Health Code and Fire Department regulations apply to all food sales at this event (for questions on these regulations, call 617-349-6100).
- Vendors are responsible for cleanup of their site and must have a plan for the disposal of grease. No dumping is allowed in the storm drains.
- The Cambridge Arts Council will provide **free lunch vouchers** to a limited number of festival staff and volunteers. **All food vendors must accept up to 10 (ten) vouchers** from festival staff. You will not be reimbursed for these vouchers; they are considered part of the fee for participation. Should you decline vouchers you may be asked to present the 10 you have already honored, if you are unable to present the vouchers you will be asked to honor the request you were trying to decline.

Contact Information

Contact our Vendor Coordinator if you have questions, need special arrangements, want to add items or equipment to an application you already mailed, or want to discuss ideas and get advice.

Phone: 617-349-4387 (voice messages)

Email: CRF_Vendors@cambridgema.gov

Complete the application and join us on Saturday, June 5th, 2010 ~ 12Noon-6:00pm!!

World of Food ~ 31st Cambridge River Festival ~ June 5, 2010

Vendor Application

Please type or print

Contact Name: _____

Business Name _____

Address _____

City _____ State _____ Zip code _____

Daytime Phone: (____) _____ Best Time _____

Evening Phone: (____) _____ Best Time _____

E-mail address: _____

Check the type of site you are applying for:

Premium Site: __ 12' (\$275) __ 18' (\$400) __ 24' (\$525)

Standard Site: __ 12' (\$180) __ 18' (\$275) __ 24' (\$350)

Nonprofit Site: __ 12' (\$90) Tax-exempt ID: _____

Trucks & Trailers: __ up to 18' (\$350)

For snack carts, other trucks & trailers, or special site requests call (617) 349-4387.

Indicate all equipment & fuels that you will use on site. All fuels and equipment must be declared here or arranged in advance with the coordinator. You will not be allowed to use any products other than those listed:

__ charcoal __ propane __ sterno __ generator __ grill __ wok __ deep fryer

__ steam table __ snack cart(s): # _____ length _____ __ truck: _____ length (please measure!)

__ other: _____

Describe method for disposing of grease _____

Describe the foods you sell in a few words (cuisine, etc). _____

List all items you will sell, along with a price, on the lines below, or on a separate sheet of paper.

Description	Price	Description	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read and agree to comply with all requirements stated in the application. I have enclosed a **certified check** or **money order** for the site fee, payable to **Cambridge Arts Council**. I understand that this check will be returned to me if my application is not accepted. I understand that if I fail any City of Cambridge inspection I may not be able to operate and I will not qualify for a refund. **I will accept food vouchers provided to festival staff and volunteers.**

Signature _____ Date _____

Mail Completed Application to: World of Food ~ Cambridge Arts Council ~ 344 Broadway ~ Cambridge, MA 02139