



Sweet pea  
P.O. Box 1015, Bozeman, Montana 59771  
(406) 586-4003

## 2009 Sweet Pea Festival Food Concessionaires:

It is time to apply for the Sweet Pea Festival 2009, to be held on August 7,8 and 9. Date of return for the enclosed application and fee is May 1<sup>st</sup>. **Late entries will be placed on the waiting list in the order they are received.** Your check should be to "Sweet Pea Festival 2009". Questions can be emailed to our new address [food@sweetpeafestival.org](mailto:food@sweetpeafestival.org)

**FEES:** The registration fees are **\$20.00** per lineal foot, of booth size\*(see Application for Booth definition) **\$65.00** per booth for garbage and a **\$200.00** cleanup deposit, refundable if site is left clean and all debris etc. is removed. Cleanup deposit to be on separate check, held by Sweet Pea until after Festival and will be returned by a **self addressed envelope that must be accompanied with this application.**

**LIABILITY:** We ask that concessionaires sign a waiver releasing Sweet Pea and its personnel from liability or accidental injury claims. **A copy of liability insurance is required from each concessionaire prior to Festival.**

**SERVICE:** You will need to handle customers quickly, providing fast and efficient service in order to eliminate long waiting lines and crowd congestion at peak serving times. This will require the use of more volunteers on shifts, improve training of shift workers, and possibly the remodeling and/or arranging of your booth so you can handle two or more lines of customers waiting for service.

**FOOD:** There is one main food item per booth allowed. No duplication of these by others will be allowed. Secondary items may be duplicated.

**ELECTRICAL:** There are to be no power plants or barbecues. Electrical equipment requirements must be listed on application form, including number of cords, and total amperage requirements for entire booth. (Amperage can be found on the bottom of appliances or equipment.)

**HEALTH/SANITATION/TRASH CONTROL:** Please refer to Items 5 through 7 on the Rules & Regulations Sheet attached which deal with the appearance and cleanliness of your booth and the area around it. The excessive amount of trash generated because of larger crowds prompts us to ask that you implement new methods to cut down on the amount of trash produced from the operation of your concession. You are encouraged to use recyclable products and serving containers that are the same size as the item served. Please work at finding new ways to provide a nicer appearing and cleaner booth. A meeting will be set up with the Sanitation/Health Department and the Food Chairman after the application deadline. If you have any questions prior to that meeting and or the deadline, please contact the **Sanitation/Health Department at 582-3120.**

**WATER:** There is to be no continuous usage of water. Wash containers required for washing and cleaning on site must meet state health requirements. **Food Concessions are responsible for setup/tear down, maintenance, and storage of Gray Water system.** Food Concessions are also responsible for fencing off the gray water system from the public using their own materials.

**TRAFFIC CONTROL: (See Rules and Regulations #15-#17)** The park will be closed to traffic during the festival. No vehicles are allowed to stay in the park at all. One way traffic only will be allowed during unrestricted hours. Loading/unloading during restricted hours will take place at curbside on Cypress Street, and **will require a permit.** There may not be motorized cart service between Cypress and the food concession area during restricted traffic hours. Concessionaires will be responsible for finding their own parking spaces. **No parking will be allowed in the park or cemetery.** Concessionaires are required to help with traffic control during times when vehicles are allowed on Buttonwood.

If you think you will be unable to follow these guidelines, please contact Sweet Pea Chairperson.  
Thank you for your cooperation and help to keep the Festival an outstanding event for the Bozeman Community.

We have read the above and understand it fully.

SIGNATURE \_\_\_\_\_ ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE MAKE A COPY FOR YOUR ORGANIZATIONS RECORDS.**



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**SWEET PEA FESTIVAL FOOD CONCESSIONAIRE RULES AND REGULATIONS for FESTIVAL 2009**

1. Participating organization must be **non-profit** and **must have proof of Liability insurance**
2. Only food/beverage items are to be sold.
3. Main food items will not be duplicated. Secondary items may be duplicated.
4. All food items must be approved by the Sweet Pea Food Concession Committee and by the county Sanitation Department. **ALL VOLUNTEERS MUST GO THROUGH HEALTH DEPARTMENT TRAINING. Call the Health Department for training dates.**
5. One person per shift is responsible for sanitation and health maintenance of the booth.
6. All boxes/containers must be broken down before being placed in the receptacles provided.
7. Ice is garbage and not to be left on the ground or dumped in sinks at the end of festival.
8. **Each booth is required to contain a fire extinguisher.**
9. Cancellation must be submitted to Sweet Pea Festival in writing.  
Notification must be a minimum four (4) weeks in advance to receive application refund
10. Animals are not permitted in Lindley Park.
11. All workers are to wear Sweet Pea Festival wrist bands while in Lindley Park.
12. **All workers must have wrist bands upon their entrance in the park!** (i.e. must show at entrance gate.) Each organization is responsible for the compliance of this by their workers.
13. Shift workers are to be trained in advance.
14. Maintain adequate change. (Not available at Headquarters tent.)
15. **Set up time:** Thursday, Aug 6th, noon to dusk. Friday, August 7th, dawn until 12:00 p.m. Vehicles must be out by 12:00 p.m., noon Friday. Location of vendor shall be determined by Sweet Pea.
16. Lindley Park closed to traffic & parking:  
Friday, August 7th: 4:00 p.m. - approx. 10:30 p.m. (at end of main evening performance)  
Saturday, August 8th: 9:00 a.m. - approx. 10:30 p.m. (at end of main evening performance)  
Sunday, August 9th: 9:00 a.m. - approx. 5:00 p.m.
17. **Take down time:** Sunday at 5 p.m. to 10 P.M. – **Food Vendors Vehicles may not enter park until 6:00.** One way traffic ONLY. Enter from North (Main Street) and exit to the South (cemetery). **NO EXCEPTIONS!**
18. **'Check out' is required to insure deposit return a 'Check out sheet' will be on site at the end of festival**
19. A Loading/Unloading Permit must be secured from Sweet Pea, and displayed by those using the curbside delivery area on Cypress Street. This is a temporary permit only!
20. There will be no parking of vehicles during restricted times in Lindley Park or in the cemetery. **Vehicles left will be towed! Vendors forfeit booth space! NO EXCEPTIONS!**
21. Non compliance with Rules and Regulations will result in closure during the Festival and will result in elimination of concessionaire from future participation.

We have read the above and understand it fully.

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

ORGANIZATION \_\_\_\_\_

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