



LIVING TRADITIONS FESTIVAL FOOD VENDOR GUIDELINES

PLEASE READ THIS CAREFULLY BEFORE PROCEEDING WITH THE APPLICATION

2019 LIVING TRADITIONS FESTIVAL DATES

Friday, May 17: 5:00 p.m. – 10:00 p.m.
Saturday, May 18: noon – 10:00 p.m.
Sunday, May 19: noon – 7:00 p.m.

LIBRARY SQUARE, 450 South 200 East, Salt Lake City

The Living Traditions Festival food market is a multicultural dining experience, offering the traditional foods of many diverse ethnic communities. For many, the food market is the point of entry to enjoy the Festival, with a broad selection of savory and sweet choices. Audience members (as well as Festival staff) look forward to the opportunity to gather together and share some of the most delectable food traditions the Salt Lake community has to offer.

ELIGIBILITY CRITERIA:

- Applicants are preferred to be a registered 501 (c) (3) nonprofit organization.
- Applicants must commit to reinvesting earned revenue received from sales during the Festival back into year-round cultural programming. This may include, but is not limited to classes, workshops, performances, and festivals.
- Food vendors must commit to participate in the entire Festival and remain open during all Festival hours.
- If you are selected, a refundable security deposit of **\$100.00** is required. This deposit will be refunded after the Festival only if participants comply with all of the participation guidelines listed below.
- If you are selected, a **\$550.00 payment is also required to participate** as a food vendor at the Living Traditions Festival.
- Food vendors must obtain a Temporary Event Permit from the Salt Lake Valley Health Department to participate at the festival.
- Each selected food vendor will be required to provide a valid Certificate of Insurance in the amount of \$1 Million which lists the Salt Lake Arts Council Foundation and Salt Lake City Corp as additionally insured.
- All selected food vendors will be required to attend a mandatory food vendor orientation.
- **Groups that have participated in the past are NOT guaranteed acceptance but prior history will be considered in the application process.**

APPLICATION DEADLINE: Friday, February 15th at 5:00PM

****Late applications will not be considered****

PARTICIPANT NOTIFICATION DEADLINE: Friday, March 1st

PAYMENT DEADLINE: Friday, May 3rd (for selected vendors only)

MANDATORY FOOD VENDOR/ HEALTH DEPARTMENT ORIENTATION: DATES TBD



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SELECTION CRITERIA:

A panel will select from the groups whom have applied. Panel members will include representatives from the Salt Lake City Mayor's Office, Salt Lake City Arts Council board members, and other key community members. To ensure a fair and competitive process, the panel will make "blind" selections. This means that none of the panel members will know who the applicant is and will make decisions based on the selection criteria and information provided in the application (contact information and organization name will not be provided to the panel).

Committee members will review and select the 2019 food vendors based on the following criteria:

- Completed application
 - Must include detailed menu list and pricing
 - Photos of menu offerings are strongly encouraged
- Diversity of menu offerings
- Quality and presentation of food and drink items
- Cultural/Ethnic representation within the community
- A broad representation of diverse cultures at the Festival
- A commitment to reinvesting earned revenue back into group's year-round programming

Groups that have participated in the past are NOT guaranteed acceptance. By completing and submitting this application you have acknowledged and accepted this.

PARTICIPATION GUIDELINES:

Applicants accepted to participate at the 2019 Living Traditions Festival must be able to comply with the following guidelines.

DO NOT WORK TO COMPLETE THE FOLLOWING ITEMS UNTIL YOU HAVE RECEIVED NOTIFICATION OF ACCEPTANCE INTO THE FESTIVAL AS A FOOD VENDOR.

The Living Traditions Festival program will provide to each food vendor:

- One 10' x 20' canopy, fire code certified
- Trash and recycling cans, waste water containers and hot oil/ash containers
- Two banquet tables and chairs
- Trash and recyclable dumpsters
- Space in the refrigerator truck – if required
- Access to culinary water
- A banner with organization's name and type of food

Beyond the provided canopies, no other structure or canopy will be allowed. However, additional tables and chairs for use in booth space are welcome and encouraged. Please keep in mind that sidewalk access directly behind each food vendor's area must be kept clear at all times, including during set up and take down.



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Selected food vendors must comply with ALL of the following Festival guidelines in order to receive the full \$100 deposit after the event:

Health Department & Fire Code Requirements:

1. Food vendors must comply with Salt Lake Valley Health Department requirements for food preparation.
2. Food vendors must obtain a Temporary Event Permit. Information can be found on the [Salt Lake County Health Department website](#) or by calling the SLCo Health Department at (385) 468-4100.
3. A portable fire extinguisher with a minimum 4A40BC rating must be provided in each booth where cooking takes place. A K-type extinguisher is also required for booths using hot oil to fry anything. All extinguishers must have current inspection tags.
4. Propane tanks **must be 10 feet behind any structure while in use**. Vendors should ensure hoses are long enough to accommodate this requirement.
5. Electricity is NOT available at the Festival. Therefore, vendors must make arrangements for cooking that does not require electricity. Sterno is NOT accepted by the SLCo Health Department. Propane or charcoal barbecues work well and are encouraged. Generators are not allowed to be used on the Festival grounds.
6. Vendors should plan to bring propane or battery-powered lanterns to light interior work spaces after sunset. It gets very dark inside the booths and interior lighting will be necessary to maintain a safe and efficient work space.
7. Vendors must provide proper handwashing and dishwashing stations.
8. Perishable food can be stored in the on-site refrigerator truck throughout the festival, including overnight.
 - a. Pre-cooked food **MUST** be cooled down before storing in the refrigerator truck.
 - b. All containers must be clearly labeled.
 - c. Ice is available for purchase starting Friday, May 17 at 3:00 p.m.

General Festival Requirements:

9. Proceeds from Festival sales must be used to support the organization's cultural programming.
10. To participate in the Living Traditions Festival, each food vendor is required to provide a valid Certificate of Insurance in the amount of \$1,000,000 which lists the Salt Lake Arts Council Foundation and Salt Lake City Corporation as additionally insured. Vendors who have not submitted a valid insurance certificate by Friday, May 17th will not be allowed to participate in the Festival. The Market Manager can provide you with information for an insurance company who has previously worked with Living Traditions vendors.
11. Vendors may not begin to set up booths until **Friday, May 17th at 12:00PM**. This is to ensure the students from the School Day Program are completely off the Festival grounds before set up by food vendors. Any vendors arriving before the appointed time will not be granted access.
 - a. In order to ensure the safety of all pedestrians, vehicles will only be permitted on the Festival grounds before and after festival hours. Vehicles on the grounds during Festival hours will be towed.



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- b. Vendors are encouraged to decorate booths, but all booth decorations must be removed by Sunday 9:00 p.m.
12. Booths must be ready to serve festival patrons when the festival opens each day. (Friday, 5:00 p.m.; Saturday, noon; Sunday, noon) This includes hand-washing area and food preparation.
 13. Vendors must commit to keep booths in operation during all festival hours. Be sure to plan for adequate food supplies and volunteers.
 14. Sales are limited to traditional foods only and are subject to review by Festival staff. Menus must be approved by staff prior to the Festival. Any changes to your menu before or during the Festival must be approved by the Market Manager.
 15. Sales of traditional ethnic beverages are encouraged, but **sales of commercial soft drinks & bottled water are not allowed**. Any traditional ethnic beverages sold cannot be served in glass containers—beverages must be transferred to a plastic or paper cup and glass containers must be disposed of in the appropriate glass recycle containers provided.
 16. The sale of souvenirs, clothing, imported goods, commercial candy, etc. is prohibited.
 17. Vendors may display or distribute information regarding cultural programming, however requests to support organization through donations is prohibited.
 18. In accordance with City Ordinance Chapter 15.30, smoking is prohibited on the Festival grounds at all times, including electronic cigarettes and “vaping.”
 19. **Outside alcohol is not permitted within the Festival grounds at any time. Please understand that any violation will be taken seriously and will result in disciplinary action being taken, including potential banishment from future festivals.**

Waste Management Requirements:

The Living Traditions Festival is committed to become a zero waste event. This means that 90% or more of all waste generated at the Festival will be diverted away from the landfill to be reused, recycled or composted. Please take this into consideration when planning your menus and help us by creating as little waste as possible at the event.

Failure to comply with any of the waste management requirements listed below and not cleaning up properly will result in the security deposit not being returned after the Festival.

20. Vendors need to use plant-based, recycled plastic, paper disposable or other sustainable options for food service. **No Styrofoam containers of any kind is allowed.**
21. Vendors will be provided one trash can and one recycle can each. Dumpsters for trash and recyclables will be provided for all vendors and **must** be used appropriately.
22. Vendors are responsible for cleaning up their booth space once the festival is over. **NO items are to be left behind, including any trash created, cardboard boxes or food waste.**
23. Washing cookware or dumping dirty water in the gutters is **prohibited and illegal**. Waste water containers will be provided for vendors to use.
24. Metal cans will be provided for the disposal of hot coals or oil. Waste oil and coals should not be discarded in trash/recycle cans or dumpsters and **must** be disposed of in the waste oil containers provided.
25. Glass recycle containers will be available for food vendor use only.



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The Living Traditions Festival will not be responsible for any loss of vendor property by fire, theft, wind, storm, or any other cause. Vendors are responsible for any damages resulting from the preparation and sale of food and the vendor will hold the Salt Lake City Arts Council harmless.

By completing and submitting this application you have acknowledged and accepted these guidelines.