

Harvest Nights Music Festival

Food Truck Vendor Application

Thank you for your interest in participating in the 2024 Harvest Nights Music Festival at the Seminole Rodeo Grounds in Immokalee, FL. We look forward to a successful event and anticipate a presence for years to come.

Along with this letter, please find the attached 2024 vendor application and appropriate return date for consideration.

All rules and regulations enclosed apply to each applicant. Incomplete applications will not be considered. To submit your application, please email to megan@thecharitypros.org. You are ultimately responsible for making sure your application was received, so please inquire if your application has not been acknowledged within 5 days of sending.

Food vendor applications are due by August 17, 2024. All applications received there-after will not be considered for the 2024 festival. The Charity Pros will review the applications and extend an invitation of participation and contract by email to selected vendors by August 24, 2024. Please review the contract carefully and return by September 7, 2024, with 50% of your fees due at that time.

Each food vendor accepted will be required to pay a \$400 participation fee, and a \$350 Cleaning deposit (refundable given your space is clean upon load-out) and charged for electrical needs as selected. Finally, a 20% commission will be paid from the sales each day of the festival at closing of business. ***Harvest Nights will have their own currency that will be the ONLY currency accepted by all vendors.***

You are allowed one food truck on site and have a site with a length of 15' and depth of 20'. You are allowed one stock truck on the property, location to be determined.

In addition to vendors in the Festival Bowl, we are looking for a few vendors for the Festival Village. This area is open 2 hours before the festival bowl gates and is open all day, including for 90 minutes after the concert ends, featuring more live music, dancing, food and bar. All guests have to pass through the village to enter the festival gates. The village is where the box office, Will Call, and the wristband check-in is located as well as the retail vendors, displays, bars, live music late-night.

There is also a need for an early AM, coffee, breakfast food vendor on Saturday & Sunday am. We have 300 RV's staying on site and many will be looking for coffee...etc and there are no other options.

FOOD VENDOR APPLICATION 2024

All prospective food vendors interested in participating in the 2024 festival must submit the following by the application deadline of August 17, 2024; completed application form, proposed menu with pricing, layout of the area including width and depth, a picture of the booth and or trailer.

Date _____

Vendor Name: _____

Contact: _____

Address: _____

Phone: _____ Fax: _____

Email address: _____

Federal Tax ID # _____

YOU MUST PROVIDE A MENU, PICTURES OF BOOTH AND LAYOUT

SIZE OF VENDING

Frontage (ft) _____ 15 ft max	Depth(ft) _____ 20 ft max	
Electrical Services	110/120V	220/240V
Up to 20 amp	\$250	\$275
Up to 40 amp	\$265	\$290
Up to 60 amp	\$275	\$315
Up to 80 amp	\$325	\$375
UP to 100 amp	\$350	\$395

SIZE OF STOCK TRUCK

Frontage (ft)____ 10 ft max	Depth(ft)____ 20 ft max	
Electrical Services	110/120V	220/240V
Up to 20 amp	\$250	\$275
Up to 40 amp	\$265	\$290
Up to 60 amp	\$270	\$315
Up to 80 amp	\$325	\$375
UP to 100 amp	\$350	\$395

*** Please note electric will not be hooked up until midday Thursday

EMAIL COMPLETED APPLICATION TO:

megan@thecharitypros.org

NOTE: Application is NOT a guarantee of acceptance. DO NOT enclose any fees at this time. This application is not a contract and is in no way binding to The Charity Pros INC. Please see attached rules and regulations (attached) and please sign below stating that you have read and understood the information provided on this application. Application and photos may be submitted electronically to vendors@countrylifemusicfestival.com

I understand that this form is an application for SPACE ONLY, and is neither a commitment by the applicant, nor an offer by The Charity Pros Inc or Harvest Nights Music Festival to rent space. I understand that The Charity Pros Inc reserves the right to determine the final location of any concession. I certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signature

Date

Print name

Festival Rules & Regulations

Vendor Camping-

We have camping on-site in the general campground. RV/Campers Only, No Tent Camping
Please see the camping info on the Charity Pros website. We will offer all vendors with a 25% discount.
Please contact megan@thecharitypros.org if you want to purchase a campsite.

Events Dates & Hours of Operation

Harvest Nights Music Festival 2024 will be held November 22-24, 2024 at the Seminole Rodeo Grounds in Immokalee Florida.

Festival Bowl- On event days, vendors are expected to be open, staffed and ready for business when the gates open and be ready to operate continuously until the end of the festival day. Vendors are not permitted to close early and if caught doing so, is grounds for eviction and not invited back the following year. The mandatory hours of operations for the event days are as follows:

Friday, November 22: Ready to serve at 4:00 pm- 10:30 pm
Saturday, November 23: Ready to serve at 2:00 pm- 10:30pm
Sunday, November 24: Ready to serve at 2:00pm- 9:30pm

Vendor staff roaming is strictly prohibited unless approved by The Charity Pros. Should a vendor be found roaming without permission, it is immediate grounds for eviction.

SELECTION CRITERIA AND PROCESS

Selections are based on several criteria. These include, but are not limited to: quality, value and uniqueness of the proposed menu selections, ability to effectively service an extensive number of patrons over the course of the festival, festival experience in festival food vending, level of professionalism exhibited by signage, equipment and set up and local or regional representation. The appearance of your vending operation is highly important. We do not allow the use of pop-up tents as they are not safe nor are they properly equipped to handle severe weather. Vendors will be notified of their selection status via email on or by June 10th, 2024.

MENU SELECTION AND POLICIES

As part of the application process, vendors are required to submit a proposed menu including prices. Selection of vendors is based in part, on menu items offered as well as value to the patron with preference given to vendors that offer unique or more regional cuisine at reasonable prices. If selected, your final menu and prices will be subject to approval by the Charity Pros. Selected vendors may only sell those items listed in their contract and must sell them at the prices specified, prices must include tax and be in whole dollar amounts.

CURRENCY TOKENS

Charity Pros Inc, will be using a vendor token of select denominations. All transactions must be made with the tokens. NO CASH SALES. The vendor acknowledges and undertakes that at no time shall the vendor conduct any transactions with cash. Any vendor found accepting cash will be evicted from the festival site and will forfeit the redemption of all outstanding tokens. The vendor on site at the Charity Pros Inc, on-site office, will redeem tokens on the following day from 8-10am. All vendors will be paid out by check at that time. We understand that vendors often need cash to restock, we will do everything we can to make cash available.

VENDOR FEES

Selected vendors will be required to pay a participation fee and a \$350 (refundable) clean up deposit. Vendor fees are based on total space required for vending, prep and storage space. Vendors are provided access to reasonable electrical service and trash pickup. Participation Fee: \$350 per space (reasonable linear footage) Clean-up Fee: Deposit \$350 per space, refundable if space is clean upon load out. A minimum of 8 linear feet (frontage) and a maximum of 20 linear feet (depth) per stand are allowed. Participation fees, clean-up deposit(s) and electrical fee's are due upon return of the signed contract. (Not with this application)

COMMISSION

In addition to the participation fee, the Charity Pros Inc will take 20% of gross sales during the settlement. Settlement is the next day from 8-10am. NO EXCEPTIONS. There will be a settlement on Sunday night for any vendor that is leaving the property. Please be patient in this process

PRODUCT EXCLUSIVITY

Vendors interested in selling particular items exclusively should contact megan@thecharitypros.org to discuss available options. Vendors granted exclusivity for a particular item would pay a higher fee determined on an individual basis.

VENDOR BADGES

Each vendor is provided a number of admission badges for employees. Vendors will receive 4 badges and 2 additional parking passes per booth space in addition to the food truck and stock truck. Vendors may receive additional vendor badges per booth space based on need. Additional badges may be purchased prior to the Festival; information in regards to purchasing additional vendor badges will be relayed to the selected vendors in which it may address concern. The Charity Pros Inc is not responsible for lost or stolen badges. To receive new badges, the vendor will purchase badges at the given vendor rate of \$50. **Admission badges must be distributed to the employees prior to their scheduled shift. There is NO will call for vendor badges.**

PERMITS, LICENSES AND INSURANCE

Participating vendors are expected to comply with all rules and regulations of the Seminole Tribe of Florida and their Environmental Health Department and any other governing authorities, rules and regulations that may apply. Proof of insurance on retail goods or business insurance is required for participation. All vendors will be inspected by the Seminole Health Inspector and pay any associated fees. Vendors are required to submit Certificate of Insurance naming The Charity Pros Inc and any other governing bodies as additional insured by November 1, 2024.

• INSURANCE REQUIREMENTS:

Participating vendors will be required to furnish a certificate of Insurance evidencing a minimum of \$1,000,000 combined single limit general liability coverage naming The Charity Pros Inc, and any additional organizations needed as additionally insured. Proof of automobile and workers compensation coverage with minimum coverage of \$100,000 single limit is required as well.

Workers Compensation: If required by law:

- Coverage A - Statutory
- Coverage B - \$100,000 each accident- \$500,000 Disease Aggregate- \$100,000 Disease each employee

General Liability:

- General Aggregate Limit- \$1,000,000
- Products/Completed Operations- \$1,000,000
- Personal & Advertising- \$1,000,000
- Injury- \$1,000,000
- Each Occurrence Limit- \$50,000
- Medical Expense- \$1,000

Automobile Liability

- Vehicle Coverage- Any automobile
- Bodily Injury- \$1,000,000 Combined Single Limit
- Property Damage- (included)
- Uninsured Motorists- \$1,000,000

VENDOR LOAD--IN

In order to better serve you, vendors will be scheduled to load-in at varying times this year. Your vendor coordinator will get with you on your specific vendor load-in time. The load-in days will be Wednesday, November 20th from 3pm-7pm, and Thursday, November 21, time to be determined. Please note that electric will not be hooked up until midday Thursday. Please make your scheduled time to keep from forgetting your vendor fees. Let your coordinator know up front what will and won't work for you, that we can schedule a time that you can achieve. Load-in times are allotted on a first come first serve basis, hence those vendors who promptly return signed contracts and payment will have first priority and pick of time.

ADDITIONAL REQUIREMENTS AND REGULATIONS

- No guns or weapons of any kind are to be brought on the Seminole Reservation. You and your vehicles will be searched upon entry every time.
- Vendors must display signage that reads to patrons that sales tax is included in the pricing.
- Vendors must order reasonable electrical service directly from the Charity Pros Inc. Vendors may bring their own generators on site with prior permission.
- All participating food vendors must display professional looking menu boards specifying menu items and prices. Menu boards must be displayed at all times. No Changes to menu boards will be allowed without prior consent. The Charity Pros Inc, reserve the right to specify what items brand names and portion sizes may be sold by vendors as well as prices vendors may charge for menu items.
- All "Official and Exclusive" soft drink and water products must be purchased on site through The Charity Pros, who reserves the rights to set the price for soft drinks and waters to be sold by food vendors.
- **Vendors will not be allowed to sell, give away or consume alcoholic beverages.**

- Vendors will not be allowed to sell any non-food items without written permission from The Charity Pros Inc. Use of the name “Harvest Nights” or any variation thereof, on any signage, T-shirts, printed materials, etc. will not be allowed without written permission from The Charity Pros Inc.
- The solicitation of tips by participating food vendors is prohibited.

- To ensure safety to our patrons, and to keep overall aesthetic quality, we also ask that you please provide pictures of your vending space. Due to the possibility of wind and rain, we prohibit the use of “pop-up” tents, due to their undependability. If you are chosen as an official food vendor for the 2024 festival and will need to rent a tent, such information will be available in the contract.