



FOOD VENDOR APPLICATION

Calendar

April 2, 2024

Application Postmark Deadline

April 30, 2024

Notification of selection mailed or emailed
& checks deposited

Friday, August 2, 2024

Site opens for assigned setup times, 6 pm

Saturday, August 3, 2024

Festival Hours: 10 am - 6 pm

Sunday, August 4, 2024

Festival Hours: 10 am - 4 pm

REGISTRATION AND FEES

***Attention:** ND Facility Management provides electricity for Capital A'Fair. **Facility Management can accommodate only 9 vendors requiring 250 volt hook up and 10-12 vendors requiring 120 volt hook ups. Booths will be assigned on a first come basis.** Applications requesting electricity after slots are filled will go on a waiting list or vendors can bring their own generators. This will not affect vendors who do not require electricity.

- Registration is \$200.00 per booth space.
- Electrical fee is \$85.00 for those requiring electricity.
- Garbage fee deposit of \$100.00 is required for all food vendors (separate check).
- Notification of acceptance will be sent following approval. On April 30, 2024 checks will be returned if the vendor is not accepted.
- Once a vendor is accepted, no registration fee refunds will be given after May 15, 2024.

Join us for BAGA's 50th Annual Capital A'Fair!

August 3 & 4, 2024 ~ Bismarck, ND

FOOD BOOTH POLICIES

- No preference is given to organizations serving food items in previous years.
- CAF no longer restricts food booths to one food item without duplication. **Jurying of food items will occur if 3 or more vendors are offering the same menu.**

BAGA HAS THE SOLE CONCESSION ON COLD BEVERAGES. No cold beverages may be sold or given away (i.e. pop, tea, water, iced coffee, etc.).

BOOTH SIZE

Booth size is 10' deep x 15' wide. Measurements must include the tongue of the trailer. **NO LARGER THAN 10' DEEP WILL BE ALLOWED TO SET UP. THERE WILL BE NO EXCEPTIONS!**

If your booth is longer than the allowed space, you will be required to purchase two spaces. Booth locations will be assigned according to electrical needs by Facility Management.

***Facility Management will shut off all power at 5:30 P.M. on Sunday evening.**

All Food vendors will be assigned a check-in time. Failure to meet set up time may result in an alternate location without electricity.

Set Up - Friday, August 2: Vendors will be sent an assigned set up time starting at 6:00 pm.

Saturday, August 3: Vendors not requiring electricity may set up between 7 am - 9 am.

FOOD VENDOR REQUIREMENTS

- Have a working fire extinguisher.
- Provide 3 refuse containers available for public use; vendors must empty and reline these containers on a timely basis.

- Carry all garbage bags to dumpster.
- Each vendor is responsible for picking up around their area.
- Serve only food items approved by Food Committee.
- Only stand-alone generators are allowed.

The State Facility Management at the Capitol regulates the electrical hookups. If you decide to use a generator, please contact BAGA. All vendors using electricity, either 220 or 120, must bring their own cords - **a minimum of 100 feet in good condition. Each vendor is limited to one cord, which means one hookup. State Facility Management electricians place all booths according to their electrical needs, size requirements, serving windows, trailers, tents, etc. Please note that all power will be disconnected at 5:30 on Sunday evening.**

SALES TAX

All vendors are responsible for collecting North Dakota sales tax on all sales made during the fair. Sales tax schedules are short-term forms. Following the event, all vendor names will be submitted, as required, to the State of North Dakota Tax Commissioner. **Email: taxregistration@nd.gov for your ND Sales Tax Permit.**

GARBAGE AND TEAR DOWN

A garbage deposit of \$100 is required of all food vendors. This must be written as a separate check. You are required to stay to the end of the show. A food booth volunteer must see your cleaned area before you leave. If you do not wait to be checked out, **YOU WILL FORFEIT YOUR DEPOSIT.**

INSURANCE

All food vendors are required to carry general liability insurance that is in force during the entire event and has limits of liability of at least \$250,000 per person and \$1,000,000 per occurrence. We are no longer requiring you to send us your insurance or list BAGA as additional insured. However, we require each vendor to carry insurance and sign the waiver on page 3 that states BAGA will not be held liable for any mishaps.

HEALTH REQUIREMENTS

All food vendors must contact Bismarck Burleigh Public Health—Environmental Division at 701-355-3400 for a city food permit. They are located at 500 East Front Avenue, Bismarck. Food permits are \$75.00 for booths and chuck wagons. You can print an application by visiting this website: <https://www.bismarcknd.gov/1761/Temporary-Food-License>.

Services

- Vendors will receive a Hospitality Packet that includes drink coupons and information at check-in.
- Security will be provided from Friday at 8 pm until Sunday at 4 pm.
- Restrooms & parking are provided during the event.
- Orange juice, coffee and breakfast bars will be provided on Saturday and Sunday morning.

RULES

- One vendor per booth.
- No pets allowed in the food booth.
- Food must be served during the hours of Capital A'Fair.
- Vendors must obtain a food permit and comply with all city/state health regulations.
- Vendors using electricity must secure all cords with duct tape.
- Any vendors requiring electricity must provide their own cords; the cords must be in good condition and sized for the current (amps) they will be carrying. Minimum cord requirements are 12/3 (20 amps) and cords must be at least 100 feet long.
- All vendors are required to carry insurance.
- Vendors should be prepared for inclement weather.
- Vendors are not permitted to take down their booths prior to 4 pm on Sunday.
- Alcoholic beverages are not allowed in a booth to be sold or consumed by working staff.
- Refunds will not be given after May 15th.
- Smoking is not permitted in any food booth.



FOR MORE INFORMATION

Contact: Lynae Hanson
 Phone: 701-223-5986
 Email: lynae@bismarck-art.org



CAPITAL A'FAIR 2024
FOOD VENDOR APPLICATION
Application must be postmarked
no later than April 2, 2024

For Office Use Only
Check # _____
Amount _____
of Booths _____
Garbage Dep. _____
Electricity ___yes ___no
Deposit _____

****Attention:** ND Facility Management provides electricity for Capital A'Fair. Facility Management can accommodate only 9 vendors requiring 250 volt hook up and 10-12 vendors requiring 120 volt hook ups. Booths will be assigned on a first come basis. Applications requesting electricity after slots are filled will go on a waiting list or vendors can bring their own generators. This will not affect vendors who don't need electricity. If you decide to use a generator please contact BAGA. All vendors using electricity, either 250 or 120, must bring their own cords, in good condition, at a minimum of 100 ft.

Each vendor is limited to one cord and one hookup. Power is shut off at 5:30 PM on Sunday evening. Please print or type.

CONTACT NAME: _____

BUSINESS NAME: _____

STREET ADDRESS OR PO BOX: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

HOME PHONE: _____ **CELL PHONE:** _____

E-MAIL: _____ **ND Sales Tax Permit #** _____

Number of Booth Spaces (If longer than 15 feet, with tongue, you must purchase 2 spaces!)

One Space ____ Two Spaces ____ (Spaces are \$200.00 each)

Electrical Charge ____ (\$85.00 added to booth fee)

Garbage Deposit ____ (\$100.00 - Write a separate check for garbage deposit.)

Do you have insurance that meets our requirements on page 2? ____ Yes ____ No

Insurance Waiver - BAGA will not be held liable for any mishaps. _____

Signature Required

All Vendors Must Complete This Section:

DIMENSIONS OF YOUR VENDING UNIT: BOOTH SPACE IS 10' DEEP X 15' LONG. TONGUE OF TRAILER MUST BE INCLUDED IN MEASUREMENTS. NO LARGER THAN 10 FEET DEEP WILL BE ALLOWED TO SET UP. IF YOUR MEASUREMENT IS NOT ACCURATE, YOU MAY NOT FIT INTO LOCATION ASSIGNED TO YOU. PLEASE MEASURE CAREFULLY!

The following information is necessary for the ND Facility Management for placement.

- Enclose a picture of your unit.
- WIDTH: _____ Make sure you include serving window overhang.
Which side is serving window? ____ Driver's Side ____ Passenger Side
- LENGTH: _____ Make sure you measure end to end and include tongue in this measurement if you have a trailer.
- Please CHECK the type of serving unit you operate:
Tent ____ Wooden Stand ____ Trailer ____ Van ____ **(OVER PLEASE)**

Electrical Needs

I will need electricity: _____ Yes _____ No

Any vendors requiring electricity must provide their own cords, the cords must be in good condition and sized for the current (amps) they will be carrying. 12/3 cord is the minimum. Examples:

12/3 – 20 amps; 10/3 – 30 amps; 8/3 – 40 amps; 6/3 – 50 amps

All cords must be able to be plugged into one of the following receptacle types.

Please CHECK the outlet you will be using.

_____ 14-50R – 208V – 50 Amp

_____ 14-30R – 208V – 30 Amp

_____ 5-20R – 120V – 20 Amp

No-Direct cord tie-ins are allowed. Some adjusting is always necessary during set up. Facility Management electricians will not repair or alter vendor equipment. All power requests must be submitted with entry application. Call Andrew Nelson at 701-333-8952 or email him at anjnelson@nd.gov, if you have questions.

Only ONE CORD & ONE HOOKUP per vendor!
Electricity will be shut off at 5:30 P.M. on Sunday evening.

Generators

If you are using a generator it must be a stand-alone generator. Generators must be muffled to 80 D.B. max. (For noise). No other generators will be allowed due to noise factor.

Food Selection

No preference is given to organizations serving food items in previous years. Food items to be sold must be listed below. Jurying of food items will occur if 3 or more vendors are offering the same menu. **VENDORS MAY NOT SELL COLD BEVERAGES. BAGA HAS SOLE CONCESSION ON ALL COLD BEVERAGES. NO BEVERAGES MAY BE SOLD OR GIVEN AWAY (POP, TEA, WATER, ICED COFFEE, ETC.)**

Menu Choices:

Application Check List

_____ Are all measurements exact?

_____ Did you mark electrical needs?

_____ Do you have insurance that meets our requirements?

_____ Have you included a picture of your unit?

_____ Have you enclosed all necessary fees? Booth? _____ Garbage Deposit? _____ Electrical? _____

Please read the following statements and sign if your organization/business is willing to comply.

- I understand I cannot distribute any informational materials, sell or give away any cold beverages or subcontract with commercial vendors.
- Bismarck Art & Galleries Association has the sole concession on cold beverage sales.
- Bismarck Art & Galleries Association accepts no liability for inclement weather, damaged goods or injuries incurred during Capital A'Fair 2024
- All vendors must obtain insurance coverage, obtain a license or food permit, and comply with city and state health requirements.

Please return this application to:
Bismarck Art & Galleries Association,
422 E Front Ave., Bismarck, ND 58504.
It must be postmarked by **April 2, 2024**

You may also fill out the fillable PDF online and email it to: baga@bismarck-art.org.
Payment may be mailed in separately.