



Restaurant Vendor Applicant Information

Listed below are certain requirements and information concerning the application for restaurant participation at Taste Addison. These requirements are not all inclusive and the information is subject to change without notice.

- Taste Addison Restaurant Vendor applications may be submitted for approval until **Wednesday, February 28, 2018**. Applying restaurants **MUST** be located in the Town of Addison to participate. Submission of the application does **NOT** guarantee admittance into the event. You will be notified in writing confirming the selection or denial of your application. Notification will take place by Monday, March 12, 2018.
- Restaurant Vendors are chosen based on a number of variables, including but not limited to: the uniqueness of the food product, the availability of space, past experience, and the needs of Taste Addison. If you are selected and an agreement is signed:
 - ! A booth deposit must be submitted with your application. Deposits will be returned immediately if not selected. If accepted, deposits will be returned with ticket redemption check. Deposit rates are as follows: 10x10 booth= \$500; 10x20 booth= \$1000. Locations are determined by the Director of Special Events. Booth space is limited so booth locations will be assigned to best benefit the event and all its participants. **No refunds for cancellations will be allowed after 5:00 pm on Friday, April 13, 2018.**
 - ! The Town of Addison will collect a percentage of gross sales after the event. Rates are based on the sale of alcoholic beverages. Percentages are as follows: Booths Selling Alcohol = 15%; Booths NOT Selling Alcohol = 10%. All Food and Beverage items are sold on a ticket system, with each ticket (Tasty Bucks) having a value of \$1.00. Vendors are not allowed to accept cash. Tickets are redeemed at the Restaurant Vendor's scheduled appointment the week following the event and a check will be issued to vendor within 30 business days after redemption.
 - ! The following is included in the cost of participation. Quantities are contingent on booth size. See exact quantities on Booth Layout page.
 - 10x10 or 10x20 Covered tent
 - 8' unskirted tables
 - 20-amp 120v dedicated circuits each w/ a duplex receptacle. One of these receptacles will be used for the Coke refrigerator. (Additional power available at an additional cost.)
 - Coke refrigerator
 - Pre-printed Menu Board
 - 2:A 10B:C Fire extinguisher
 - Access to water

- ! Restaurant Vendor is responsible for supplying equipment, product, uniforms, and employees. A limited number of credentials will be provided for Restaurant Vendor's employees to enter the event. Quantity will be based on Restaurant Vendor's booth size.
- ! All non-alcoholic beverages (soft drinks, lemonade & water) MUST be purchased from Coca-Cola Bottling Company, the official Taste Addison soft drink/water supplier. All Coca-Cola product must be sold in 20 oz. bottles.
- ! It is strongly encouraged that all our Restaurant Vendors support our sponsors. Anheuser Busch and The Wine Group are the official Taste Addison alcoholic beverage sponsors. Only sponsor beverages will be listed by name on menu boards. All others will be a generic listing. Final acceptance is contingent on the restaurant vendor's support of sponsorship.
- ! Restaurant Vendor must send a representative to the Taste Addison pre-event meeting. Date TBD.

If selected, Restaurant Vendors are responsible for providing the following:

1. Proof of the following insurance coverage that the Restaurant Vendor has purchased at its own expense. Insurance must name the Town of Addison as an additional insured and contain a waiver of subrogation endorsement in favor of Addison for the period of time listed as May 17-21, 2018.

a) Commercial General Liability	\$1,000,000
b) General Aggregate	\$1,000,000
c) Product/Completed Operations Aggregate	\$1,000,000
d) Personal & Adv. Injury	\$1,000,000
e) Per Occurrence	\$1,000,000
f) Medical Coverage	\$5,000 per person
g) Fire Liability	\$50,000 per fire
h) Liquor Liability Endorsement	\$1,000,000 per claim/\$1,000,000 aggregate
i) Comprehensive Automobile Liability (owned, leased, non-owned & hired automobiles.)	\$300,000

2. A Texas Alcoholic Beverage Permit purchased and issued through the Texas Alcoholic Beverage Commission, if alcoholic beverages are sold. TABC Permit must be in the name of the contracted Restaurant Vendor. Vendor shall also show proof of the proper liquor liability endorsement on its insurance policy if beer and wine is sold at the event.

The application needs to be as descriptive as possible on food and setup methods. If you have a special name for your product, please include a description of the item that any person would understand. Please include pictures of your booth setup and food items.

The above information has been provided to help you evaluate your willingness to participate in Taste Addison. There may be additional requirements. Additional information will be provided upon selection. Thank you for your interest in Taste Addison. If you have any questions, please contact Yesenia Saldivar at 972.450.6251

Return applications & supporting documentation to:

Town of Addison Special Events Department
 Attn: Taste Addison Restaurant
 PO Box 9010
 Addison, TX 75001

Yesenia Saldivar
 ysaldivar@addisontx.gov

Restaurant Vendor Application

Deadline: Wednesday, February 28, 2018



Contact Information

Restaurant Name	
Street Address	
City ST ZIP Code	
Restaurant Phone	
Restaurant Website	
Key Contact Name	
Cell Phone	
E-Mail	

Gift Certificates *due Thursday, April 26, 2018*

Gift Certificates for meals, promotional items, cooking classes, etc. will be used to gain marketing exposure for the event and your business through radio promotions, on-site surveys, etc. Please indicate your participation below.

YES NO

Food Needed for Media Publicity

In an effort to gain pre-event publicity, please let us know if you are interested in providing small quantities of food your restaurant will sell at Taste Addison, gift certificates, or any other items that will get the morning show air personalities to talk about the event and your restaurant. Also, please mark below if you have a representative that would like to appear on morning TV and/or radio shows. Please indicate your participation below.

YES NO

If YES, please provide a contact for Media:

Name: _____ Phone: _____

Taste Tuesdays

Would you be interested in participating in a promotional event prior to Taste Addison?

YES NO

Cooking Demos

Would you be interested in performing a cooking demo at the on-site demonstration kitchen?

YES NO

Agreement and Signature

If selected, I agree to read and abide by the Restaurant Vendor Rules, Regulations and General Information” provided upon selection. I understand that my participation in Taste Addison is subject to all of the terms and conditions of the agreement.

Name (printed)	
Signature	
Date	



Food & Beverage Form

Participant selection will be carefully evaluated in regard to menu items and booth presentation. The Special Events team has full discretion to accept or reject any menu item proposed by an applicant.

The Town of Addison Director of Special Events and Environmental Services Official must approve all menu items to be sold. All menu changes must be submitted in writing by **April 13, 2018**.

All prices must include sales tax and be in multiples of \$1.00. Taste Bites may not exceed \$3.00.

Food

Applicants can submit UP TO 3 main menu items. Please make one of these items something your restaurant is known for. Additionally, applicant MUST submit 1 to 2 Taste Bites. Taste Bites are a sample of your offered menu items.

Please keep in mind that Taste Addison is designed for people to enjoy a variety of food from many Addison restaurants. We ask that you please create your menu portions and pricing to meet this standard.

MAIN MENU ITEM		SUGGESTED PRICE (In \$1.00 increments)	GLUTEN-FREE? <input type="checkbox"/> YES
MAIN MENU ITEM		SUGGESTED PRICE (In \$1.00 increments)	GLUTEN-FREE? <input type="checkbox"/> YES
MAIN MENU ITEM		SUGGESTED PRICE (In \$1.00 increments)	GLUTEN-FREE? <input type="checkbox"/> YES
TASTE BITE	SIZE IN OZ.	SUGGESTED PRICE (Not to exceed \$3.00)	GLUTEN-FREE? <input type="checkbox"/> YES
TASTE BITE	SIZE IN OZ.	SUGGESTED PRICE (Not to exceed \$3.00)	GLUTEN-FREE? <input type="checkbox"/> YES

Beverage

No alcoholic beverage may be sold for less than \$4.00. Only Sponsor beverages will be listed by name on menu boards.

Beer ≤ 16 oz., Coolers/Wine ≤ 12 oz., Soft Drinks- 20 oz. Bottles

Will you be selling alcoholic beverages? ___ YES ___ NO

BEVERAGE	SUGGESTED PRICE (In \$1.00 increments)
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Booth Layout

Locations are determined by the Director of Special Events. Booth space is limited so booth locations will be assigned to best benefit the event and all its participants.

Booth Options

Booth dimensions are inclusive of the tent and an additional 100 or 200 sq. foot back of house depending on tent size. Additional space **MUST** be requested for activations such as yard games, additional seating, large cooking structures, etc.

<input type="checkbox"/> 10X10 BOOTH \$500 DEPOSIT*	<input type="checkbox"/> 10X20 BOOTH \$1,000 DEPOSIT*	<input type="checkbox"/> OTHER Must submit booth layout. DEPOSIT* CONTINGENT ON SPACE NEEDED
10x10 covered tent	10x20 covered tent	10X10 OR 10x20 covered tent
(2) 8' unskirted tables	(3) 8' unskirted tables.	(3) 8' unskirted tables.
(3) 20-amp 120v dedicated circuits each w/ a duplex receptacle	(6) 20-amp 120v dedicated circuits each w/ a duplex receptacle	(6) 20-amp 120v dedicated circuits each w/ a duplex receptacle
(1) Coke refrigerator Must be selling Coke product.	(2) Coke refrigerators Must be selling Coke product.	(2) Coke refrigerators Must be selling Coke product.
(1) Menu Board	(2) Menu Boards	(2) Menu Boards
(1) 2:A 10B:C Fire extinguisher	(1) 2:A 10B:C Fire extinguisher	(1) 2:A 10B:C Fire extinguisher
Access to water	Access to water	Access to water

*Refundable booth deposit. No refunds for cancellations will be allowed after 5:00 pm on Friday, April 13, 2018.

Additional Space

If you require space beyond the standard booth sizes, you must submit the desired square footage along with a floor plan of your booth layout. Total booth space must not exceed 600 square feet. The Special Events team has full discretion to accept or reject any booth layout proposed by an applicant.

Indicate booth space desired: _____ x _____

Oversized Equipment

Please provide an equipment list, including amperage, for pre-event approval. **Applicant MUST submit dimensions for large cooking equipment such as trailers, smokers and grills.**

All heavy equipment shall be positioned on ¾" or larger plywood sheets and cannot be placed directly on the grass. Vendor must provide plywood at its own expense.

DESCRIPTION	VOLTS: <input type="checkbox"/> 120 OR <input type="checkbox"/> 240	AMPS:	DIMENSIONS:
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DESCRIPTION	VOLTS: <input type="checkbox"/> 120 OR <input type="checkbox"/> 240	AMPS:	DIMENSIONS
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Deposit Payment Form



A booth deposit must be submitted with this application. Deposits will be returned immediately if not selected. If accepted, deposits will be returned with ticket redemption check. No refunds for cancellations will be allowed after 5:00 pm on Friday, April 13, 2018.

Restaurant Name:

Amount Due:

PAYMENT INFORMATION

Check Check Number _____

Credit Card

Please check the appropriate credit card and provide the necessary information along with a signature.

American Express Discover MasterCard Visa

Credit Card Number

Expiration Date

/

I authorize the Town of Addison to charge my credit card in the amount stated above.

Printed Name

Signature

Phone

Date