

TASTE ADDISON

May 31 – June 2, 2019



RESTAURANT VENDOR APPLICATION INFORMATION

This application is due **Thursday, February 28, 2019**
Completed application and supporting documentation
should be delivered to: ysaldivar@addisontx.gov

or

Town of Addison Special Events – Taste Addison
Restaurant P.O. Box 9010 Addison, TX 75001

Taste Addison was established in 1993 to highlight Addison's brick-and-mortar businesses in one location. In 2019, Taste will continue that tradition by showcasing classic Addison food favorites, as well as new offerings from our unique culinary scene. The event will highlight entertainment such as cooking demonstrations, locally and nationally known musical acts, and other specialized programming areas. This year's event will take place from Friday, May 31 through Sunday, June 2, 2019.

Taste Addison is an excellent marketing tool for area restaurants, providing visibility, name recognition and an introduction to thousands of potential customers. The public relations and goodwill generated at Taste has a positive residual effect on participants year-round. Participants also have the opportunity to gain additional exposure through pre-event promotion and media coverage.

ELIGIBILITY REQUIREMENTS FOR RESTAURANT VENDOR PARTICIPATION

Participants must be located in the Town of Addison. Submission of the application does not guarantee acceptance.

Preference will be given to those participants which exemplify the culinary treasures of the Town of Addison and propose to serve unique menu items

INSURANCE REQUIREMENTS

Participants will be required to provide proof of the following insurance coverage that they have purchased at their 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 dates of May 30-June 3, 2019. The certificate of Insurance must include the name of the specific restaurant in addition to the corporation name.

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 (if selling beer or wine)	\$1,000,000 per claim/\$1,000,000 aggregate
i) Comprehensive Automobile Liability (owned, leased, non-owned & hired automobiles.)	\$300,000

RESTAURANT VENDOR APPLICATION INFORMATION

NEW FOR 2019

Applicants must submit a list of 1 to 3 main menu items, and 1 of the items must be a “signature item” for which the restaurant is known or a specialty item consistent with the character of the restaurant. Additionally, applicants must submit 1 or 2 “Taste Bites.” Taste Bites are a 4 oz. or smaller sample of your offered menu items, at least 1 Taste Bite must be a smaller portion of the signature item. Taste Bites may not exceed \$3.00

All sales of concessions, food or beverages will be made using a Point-of-Sale System furnished by Addison. All participants must accept cash, credit cards and Tasty Bucks. All menu prices must include sales tax. It is recommended that your pricing be consistent with an event which promotes “sampling” from multiple Addison restaurants. The concept is to provide attendees with a sample of your product, not a full meal portion. There will not be a limit on the average price per menu item.

KEY RULES & REGULATIONS

Please read all the attached Rules and Regulations before completing the application form. If selected, more detailed information will be provided at the Restaurant Pre-Event Meeting to be held in Spring 2019. This meeting is MANDATORY for each participant’s key contact person and/or on-site event manager.

Beverage & Alcohol Sales Requirements: Bottled product may not be purchased at retail outlets. All non-alcoholic beverages must be purchased from the official Event soft drink/water supplier on-site.

Import/specialty beer, wine and wine-based cocktails may be sold. Liquor as defined by the Texas Alcoholic Beverage Code is not permitted. Participants must show proof of and display in their booth a temporary permit to sell beer and wine obtained by the Texas Alcoholic Beverage Commission.

It is strongly encouraged that all participants support our sponsors by serving at least one sponsor beverage. Only sponsor beverages will be listed by name on menu boards. Information detailing sponsor product and pricing will be provided prior to the event.

All cancellations shall be made in writing and received a minimum of 60 days in advance of the first day of the event in order to receive a full refund.



RESTAURANT VENDOR APPLICATION INFORMATION

COST OF PARTICIPATION

The refundable deposit required to participate in Taste Addison is **\$275**. This fee applies to standard 10x10 and 10x20 booths. If a vendor requires more space, the fee is dependent on the Special Events Department's approval. You will be invoiced for this amount upon acceptance and the fee must be paid by the due date on the invoice to secure your spot in the event.

- **Restaurant Vendor Pricing:**

- **10x10 & 10x20 Booth** **\$275 + 20% of Gross Sales**
- **If you require more than a 10x20 space, contact Yesenia for pricing.**

Deposits will be returned if booth space and/or materials are not damaged after the event and all rules and regulations are followed.

How does a participant receive their net cash?

NEW IN 2019, all sales of concessions, food, or beverages will be made using a Point-of-Sale System furnished by Addison. Vendors will pay Addison a percentage of the gross receipts received from its sale of food and beverages. Addison will invoice vendor within 5 business days of the end of the event for commission plus any additional booth charges (additional electricity, booth damage charges, etc.) owed. Payment is due to Addison upon the receipt of an invoice.

INCLUDED IN COST OF PARTICIPATION

A limited amount of equipment will be included in the cost of participation (see page 6 for quantities.) There are additional expenses for participants that require more equipment than the standard amount provided.

- Frame tent with counters, skirting & tarp flooring.
- POS Equipment Bundle
- Printed menu board
- Basic electrical power
- Coca-Cola upright refrigerator (must be selling Coke products.)
- 8'x30" folding table
- Access to water
- Vendor Credentials



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or
Town of Addison Special Events – Taste Addison
Restaurant P.O. Box 9010 Addison, TX 75001

CONTACT INFORMATION

Please type or print clearly.

Restaurant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Restaurant Main Phone: _____

Restaurant Web Site: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Billing Email: _____

Key Contact Name: _____

Key Contact Address: _____

City: _____ State: _____ Zip: _____

Key Contact Cell Phone: _____

Key Contact Work Phone: _____

Key Contact E-mail: _____

All correspondence will be done via the Key Contact's email.

Please be sure to list the best email to receive important event information.

On-site Event Manager: _____

On-site Event Manager Cell Phone: _____



RESTAURANT VENDOR APPLICATION INFORMATION

PROPOSED MENU ITEMS

Participant selection will be carefully evaluated in regard to menu items. Special Events has full discretion to accept or reject any menu item proposed by an applicant. All menu items must be consistent with the character of the restaurant.

Write your complete menu below. Participants are unable to make menu changes after the menu submission deadline.

Applicants must submit a list of 1 to 3 main menu items, and 1 of the items must be a “signature item” for which the restaurant is known or a specialty item consistent with the character of the restaurant. Additionally, applicants must submit 1 or 2 Taste Bites. Taste Bites are a 4 oz. or smaller sample of your offered menu items, at least 1 Taste Bite must be a smaller portion of the signature item. **Taste Bites may not exceed \$3.00**

Since the majority of food preparation and cooking for Taste should take place at the participant’s normal place of business, each participant will need to make sure that they have the proper arrangements in place to cook, transport and store the food in compliance with standard food sanitation practices.

1. Main menu item (Signature Item):	
Gluten-Free? (Check One): YES NO	Price:
2. Main menu item:	
Gluten-Free? (Check One): YES NO	Price:
3. Main menu item:	
Gluten-Free? (Check One): YES NO	Price:
Taste Bite #1 (Smaller portion of Signature Item; Must be less than 4 oz.):	Price (Must be \$3.00 or less):
Taste Bite #2 (Must be less than 4 oz.):	Price (Must be \$3.00 or less):

PROPOSED BEVERAGE ITEMS

Bottled product may not be purchased at retail outlets. All non-alcoholic beverages must be purchased from the official event soft drink/water supplier on-site.

Import/specialty beer, wine and wine-based cocktails may be sold. Liquor as defined by the Texas Alcoholic Beverage Code is not permitted. No alcoholic beverage may be sold for less than \$4.00.

Information detailing sponsor product and pricing will be provided prior to the event. Only sponsor beverages will be listed by name on menu boards.

- Check here if you will you be selling Coca-Cola 20 oz. bottled product?
- Check here if you will you be selling beer, wine and/or wine-based cocktails?

RESTAURANT VENDOR APPLICATION INFORMATION

BOOTH REQUIREMENTS

Booth space is limited. Locations will be assigned by the Special Events Department to best benefit the event and all its participants.

Booth locations are inclusive of the frame tent and an additional 100 - 200 sq. foot back of house. Additional space MUST be requested for activations such as yard games, additional seating, large cooking structures, etc. If you require more than a 10x20 space, you must submit a proposed layout with this application for Special Events review and approval.

Please select one below:

<input type="checkbox"/> 10x10 Booth	<input type="checkbox"/> 10x20 Booth
<p>Includes the following:</p> <ul style="list-style-type: none"> • Frame tent with counters & skirting • Two (2) POS Equipment Bundles • One (1) printed menu board • Three (3) 20-amp 120v dedicated circuits with duplex receptacle • One (1) Coca-Cola upright refrigerator (must be selling Coke products; not to be used for food storage.) • Two (2) 8'x30" folding tables 	<p>Includes the following:</p> <ul style="list-style-type: none"> • Frame tent with counters & skirting • Two (2) POS Equipment Bundles • One (1) printed menu board • Six (6) 20-amp 120v dedicated circuits with duplex receptacle • One (1) Coca-Cola upright refrigerator (must be selling Coke products; not to be used for food storage.) • Three (3) 8'x30" folding tables

ADDITIONAL EQUIPMENT

Point-of-Sale Equipment				
Check One	Equipment	Quantity	Rate per Unit	Total
<input type="checkbox"/>	POS Equipment Bundle Includes:	_____	\$ 300.00	
	iPad and Square Stand Bundle			
	Square Cashe Drawer			
	Verizon 4G LTE Data			
	Square Contactless Chip Reader			
	Comprehensive Insurance			

Electricity				
Check One	Equipment	Quantity	Rate per Unit	Total
<input type="checkbox"/>	20-amp 120v	_____	\$ 100.00	
<input type="checkbox"/>	30-amp 120v	_____	\$ 125.00	
<input type="checkbox"/>	30-amp 220v	_____	\$ 150.00	
<input type="checkbox"/>	50-amp 220v	_____	\$ 250.00	
<input type="checkbox"/>	60-amp 220v	_____	\$ 300.00	
<input type="checkbox"/>	100-amp 220v	_____	\$ 500.00	

Rentals				
Check One	Equipment	Quantity	Rate per Unit	Total
<input type="checkbox"/>	8'x30" folding table	_____	\$ 10.00	



RESTAURANT VENDOR APPLICATION INFORMATION

THE FOLLOWING DOCUMENTATION MUST BE ATTACHED:

- Completed Restaurant Vendor Application
- Proposed booth layout (if you require more than a 10x20 space.)
- Completed Temporary Food Permit Application

Please check here if you are willing to do a cooking demo at the Taste Addison on-site kitchen.

Please check here if you are willing to donate coupons to be included in event Hotel Packages.

Please check here if you would like more information on participating in our Daily Bite program.

In connection with the Taste Addison event to be held Friday, May 31, 2019 – Sunday, June 2, 2019 at Addison Circle Park, Addison, Texas (“Taste Addison” or the “Event”), Vendor agrees that it shall abide by and that Vendor's participation in the Event is subject to all of the terms and conditions of the “Vendor Rules and Regulations” attached hereto and made a part hereof for all purposes, and Vendor represents and warrants that Vendor has read and understands the same.

Signature

Title

Name (type or print)

Deliver application and supporting materials to:

ysaldivar@addisontx.gov

or

Town of Addison Special Events

Taste Addison Restaurant

P.O. Box 9010

Addison, TX 75001

