



APPLICATION
EAST LANSING ART FESTIVAL FOOD SERVICE
INVITATIONAL FOOD VENDOR

Date received: _____

PLEASE TYPE OR PRINT CLEARLY

Business Name: _____

Contact Name: _____ **Title:** _____

Mailing Address: _____

Day Phone: _____ **Cell Phone:** _____

E-Mail Address: _____

Application and menu must be complete and be received on or before **February 1, 2017**

Remember: Longevity, timely receipt of application and menu will determine food vendor spaces.

Applications Due: February 1, 2017
Notification of Acceptance: February 15, 2017

Once application is accepted

| | |
|-------------------------|---|
| March 15, 2017 | Total vendor fee payment due |
| April 26, 2017 - 2 p.m. | MANDATORY meeting with Ingham County Health Department |
| Friday, May 19, 2017 | Set-up on festival site |
| May 20 & 21, 2017 | East Lansing Art Festival (Saturday, 10 a.m.-6 p.m., Sunday 10 a.m. - 5 p.m.) |

I have read all of the East Lansing Art Festival information and guidelines and hereby agree that our business will abide by all rules, regulations and requirements, as set forth by the Ingham County Health Department, Food Court Committee, Food Court Manager and the Art Festival Board of Directors.

Signature of Owner/Officer: _____ Date: _____

Return forms to:
Michelle Carlson, East Lansing Art Festival, 410 Abbot Road, East Lansing, MI 48823

MENU

EAST LANSING ART FESTIVAL FOOD SERVICE

DEADLINE: February 1, 2017

The Art Festival Food Court is seeking food service to provide unusual and international food choices to attendees. Successful applications will place a strong emphasis on the menu submitted and its timeliness.

Main Dish Description:

Price:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Miscellaneous/Side Dishes:

Price

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Beverages:

Price

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Power Circuit Request:

AMPS:

| | |
|-------|-------|
| _____ | _____ |
|-------|-------|

Other Needs:

Number of 8' x 2-1/2' Tables Requested (limit 3) _____

Is this business:

Food Truck/trailer Yes _____ No _____

If yes, please provide dimensions of truck: Height: _____ Width: _____ Length: _____

Grill Yes _____ No _____

Open Flame Yes _____ No _____

(Fire Marshall will issue permits on site)

Return forms to:

Michelle Carlson, East Lansing Art Festival, 410 Abbot Road, East Lansing, MI 48823

EAST LANSING ART FESTIVAL FOOD COURT GENERAL INFORMATION

TEMPORARY HEALTH PERMITS

Temporary Health Permits are required for everyone serving food in the food court during festival weekend. Please contact the Ingham County Health Department at 517-887-4312 for more information. You must be prepared to write or bring your temporary health permit payment check to the mandatory meeting, April 26, 2017, made payable to Ingham County.

ADVERTISING & PROMOTION

All participating businesses which meet the deadlines will be advertised in the 2017 art festival brochures, on site signs, press releases and local media interviews.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in the East Lansing Art Festival food court.

EQUIPMENT PROVIDED BY THE EAST LANSING ART FESTIVAL

Tents and work tables
Public seating areas and chairs adjacent to the food court
Access to a dumpster
Electrical hook-up
Connection to water
Sanitation team to maintain cleanliness of public seating areas
Front counters

EQUIPMENT PROVIDED BY FOOD VENDORS:

Cooking/heating units
Running water sinks/units for continuous wash
Refrigeration/Ice
Extension cords
Fire extinguisher
Lighting for your tent
Food Grade/Sanitary hose for water needs (required by Ingham County Health Department)

HOURS

Saturday, from 10am - 6pm and Sunday, from 10am - 5pm. You must be open for business no later than 10am and have ample supplies to remain open during all Festival hours.

CLEAN-UP

You will be responsible for your own clean-up and trash removal. A special dumpster for food court vendors is provided for your use.

RECYCLING

The ELAF is striving to become "greener" each year by recycling more. Our partnership with MSU recycling helps with this endeavor by providing a dedicated dumpster for recyclable materials.

The following are some suggestions you may consider in planning:

Food Preparation: Use recyclable cardboard containers.

Beverage Service: Use recyclable containers, aluminum cans.

Food Service: Limit disposable paper products. When feasible, use reusable utensils.

MENUS

Complete the menu form and submit to the Festival by February 1, 2017. The Festival's goal is to present an international style menu. You must be as descriptive as possible in order for us to select and promote the total variety of foods. Any change in menu must be approved prior to the Festival by the Food Court Committee.

**ART FESTIVAL GUIDELINES
FOR INTERNATIONAL FOOD COURT AND SIDEWALK CAFÉS
(Adopted 1/20/00)**

I. PURPOSE

- A. The purpose of the Food Court and Sidewalk Cafés is to provide Festival attendees with safely prepared, attractively presented, unique and delicious international food service in close proximity to the other Festival components, and to promote East Lansing's downtown restaurants whenever possible.*

II. DEFINITION

- A. The International Food Court provides temporary food service in booth spaces located in the public right of way set aside for the Festival. No alcohol may be served from the Food Court.
- B. A Sidewalk Café is defined as temporary food service immediately outside a permanent food establishment, and conducted by that establishment in cooperation with the Art Festival on the public right of way during Festival hours. Special application may be made to the E. Lansing Police Dept. and Liquor Control Commission to serve alcoholic beverages in accordance with their regulations.

III. APPLICATIONS

- A. Forms may be obtained from the Festival Office. First right of refusal is offered to vendors in good standing from the previous year. Deadline to claim first right of refusal placement is **January 20, 2017**. Food Court applications are dated and timed immediately upon arrival at the locations noted on the forms.

IV. PARTICIPATION GUIDELINES

- A. All applicants must provide references and be in good standing with the Ingham County Health Department.
- B. All applicants must comply with application requirements, deadlines and payment of fees.
- C. All applicants shall comply with any rules and regulations and shall obtain permits as appropriate from the Ingham County Health Department, East Lansing Police Department, Michigan Liquor Control Commission, East Lansing Fire Department, and City of East Lansing.

V. FEES AND SPACE

- A. Fees are set annually by the Festival Board upon the recommendation of the food court committee. Fees cover items such as rentals of tents, worktables, counters, the café seating area (including tables, chairs and table covers), electricity, water, sanitation workers, trash removal, landfill costs, special dumpsters, and publicity.
- B. All vendors shall be provided a 10 x 20 space, with additional space available behind the tent for grilling equipment as deemed by the Fire Marshall. Vendors will be placed based upon longevity and timeliness of annual application submission. Vendors requesting corner locations will be selected based upon longevity and timeliness of annual application submission. Those requesting additional space adjacent to corner locations and outside of the allotted 10 x 20, will be prorated the annual participation fee per square foot.
- C. **FEES:**
 - Nonprofit organizations.....\$625.00
 - EL Downtown Development Authority (DDA) businesses.....\$775.00
 - Non-DDA Businesses:.....\$900.00

VI. SELECTION

A. Selection Process

After the stated deadline, all Food Court applications are reviewed by the food court committee, which is composed of three (3) Art Festival board members, the Festival Coordinator and the Food Court Manager. Applications will be judged according to participation guidelines (Section IV), selection criteria (Section IV. B) and prior participation evaluation (Section VII) where applicable. Committee decisions are final.

B. Selection Criteria

Those applications which meet the guidelines for participation are reviewed by the food court committee to meet the goal of varied, international, high-quality food service:

- Theme and quality of proposed menu
- Minimal duplication of menu items among vendors
- Satisfactory past participation for those applicants who have been in the Food Court in prior years, as evaluated by compliance with Food Court participation standards below.

Preference shall be given to applications in the following order:

1. Downtown East Lansing business district as defined by the DDA.
2. East Lansing service organizations. The total number of service organizations is not to exceed 30 percent of available booth spaces.
3. Vendors based in East Lansing, outside of the Downtown Business District and from other Michigan cities must be in the food service business, and will be considered only if the spaces are not filled by applicants from the above categories.

VII. PARTICIPATION EVALUATION AT THE FESTIVAL

All participants are evaluated by the food court committee during the event on the following criteria:

- Attractiveness of food presentation
- Attractiveness of booth and visibility of signage
- Quality and uniqueness of menu items
- Quality of customer service
- Compliance with safety procedures
- Cooperation with Festival guidelines for utilities, trash, noise, promptness of setup and tear down
- Attendance at required meetings
- Compliance with all Ingham Co. Health Dept., E. Lansing Police and Fire Dept., Liquor Control Commission, and City of East Lansing regulations

VIII. WITHDRAWAL OR DENIAL OF APPROVAL

An approval may be denied or withdrawn for failure to comply with requirements set forth herein, including failure to comply with criteria during the festival as assessed by an on-site evaluation.

*revised, 09/22/16 – MC