



**Bringing the Arts to the Community
and the Community to the Arts.**

JULY 28-29, 2017

Concession Contract for Art in the Park 2017

IT IS HEREBY AGREED BY THE PARTY SIGNING AT THE END OF THIS CONTRACT, THAT THE SIGNING PARTY IS A SPONSOR OF A CONCESSION AT ART IN THE PARK 2015, AND THEY WILL ABIDE BY ALL RULES, REQUIREMENTS, QUALIFICATIONS AND DEADLINES CONTAINED HEREIN.

1. PARTICIPATION

Participation as a concession vendor of a full/mini food or refreshment concession in Art in the Park is a privilege extended by the Allied Arts Association as a public service only to a limited number of qualifying LOCAL non-profit organizations who use the proceeds to finance their own public service projects. (Political or religious non-profit organizations are not eligible.) Acceptance is at the discretion of Allied Arts Association, who reserves the right to change concession vendors in order to increase variety and afford other organizations an opportunity to participate. Participation IS NOT guaranteed from year to year.

Each concession vendor must actively participate in and staff the concession space during all hours of the Show. Individuals and commercial business operating for profit are not eligible to participate, except indirectly as suppliers of equipment to a qualifying concession vendor's organization. First consideration will be given to groups who purchase their own supplies and cook, prepare and serve their food and refreshments.

During Show hours no concession worker will approach artists or their space for orders; no coupons of any kind will be allowed and absolutely no "hawking" or interference with customers approaching another concession vendor will be tolerated.

2. MENUS

Concession vendors must submit their proposed menus, with prices with this contract by June 1, 2017 and obtain approval before finalizing their plans for food to be served. Final menus, with prices, must be submitted to the director by Monday, June 19, 2017. Menus and prices cannot be changed without approval from the director after this date. Full concessions: do not propose popcorn, snow or ice cups, popsicles or snacks except with a full menu, these are mini-concession items.

There will be no repletion of menus among concessions as decided by Allied Arts Association. Drinks and "extras" will be allowed as repeated items.

Mini-Concessions will propose a one or two item menu, snack and /or drinks, utilizing ice etc. with only one or no electrical connection.

3. STATEMENT TO BE FURNISHED BEFORE SHOW

A statement of intended uses, and/or budget, for the money made at the Show, must be filled in on with this contract by June 1, 2017.

4. REPORT TO BE FURNISHED AFTER SHOW

On or before AUGUST 31, 2017, a report shall be provided to the Director that includes the following information:

- a. Purpose for which participation in the Show was undertaken.
- b. Financial statement showing gross proceeds, expenses and net proceeds.
- c. Intended uses for the income, if different from (a).
- d. Listing of the final approved menu provides and any pertinent comments, pro or con, from the public concerning the menu.
- e. Numbers of individuals required in planning, organizing and staffing the concession including those needed to construct, set up and tear down the space.
- f. Any significant problems encountered in organizing and operating your concession.
- g. Expression of your interest or lack thereof, of future participation.
- h. This information is needed in evaluation eligibility for future participation and in assisting organizations and Allied Arts Association in future planning. **Failure to provide this report as stated will jeopardize your future participation in our Show.****

5. SPACES

Full-Concession spaces are approximately 20 feet by 20 feet and locations may change from year to year. All concession vendors guarantee the space to be staffed and ready to serve approved menus during all the hours of the Show.

Full-Concessions will meet at the Information Booth at Howard Amon Park on Thursday, July 27, 2017 at 3:00 p.m. and check in with the Director or Concession Coordinator. Please do not check in early. They will then be placed in order of their space assignment and move into set up under the direction of the Director or Concession Coordinator.

Mini-Concession spaces are approximately 15 feet by 15 feet and can be set up from Lee Boulevard any time after 3:00 p.m. Thursday, July 27, 2017, after checking in with the Director or Concession Coordinator at the Information Booth. Please do not check in early. No trailers, just canopy & tables allowed.

Concession vendors are responsible for providing all materials and for all construction and maintenance of their spaces. Concession vendors are encouraged to provide an “artist window”-a small space or even a sign at the side wherever an artist may be recognized and served immediately, as long as they are wearing an identifying artist’s badge. Helpers or assistants do not qualify for this benefit.

6. VEHICLES

Vehicles may enter designated loading/unloading area, but cannot park. **There will be no parking on the concession site.**

7. TRASH AND TABLES

Trash pick-up will be by the City of Richland. Trash cans are provided in the concession area. However, if trash accumulates faster than city services can pick up, it is the concessions duty to empty trash containers into bags and set beside the trash containers. You may furnish additional trash containers by your concession if desired. Concession vendors will be totally responsible

for policing the area and maintaining it litter free. Tables are expected to be washed and cleaned at all times. We appreciate and expect your assistance in maintaining your area.

8. ELECTRICAL POWER

Power is limited, but we are usually able to accommodate full-concessions needs up to about 2200 watts=20-Amps double 120-volt outlet, unless a special 240-volt splitter is used which can provide another 20 Amps. Please be aware that the City of Richland sets up extra power boxes and we do our best to provide adequate power, but you will be sharing power with other concessions and excess power use may cause shortages.

Each concession vendor must provide its own heavy duty, outdoor-rated, #12 wire, and grounded extension cords for power outlets. Be prepared to route extension cords from the power sources to space locations at least 8 feet above the ground to avoid hazards to the public.

Mini-Concessions will be limited to one or two plug-in cords that must also be, outdoor-rated, #12 wire, grounded extension cords.

9. SIGNS

No signs will be allowed on or around concessions, except the name of the concession vendor and menu with prices. Small counter signs acknowledging donations are permitted. No neon or neon type signs of any variety may be used. Commercial or other names on concession equipment shall be covered with concession vendor signs.

10. LICENSE, TAXES AND/OR FEES, INSURANCE

Concession vendors will be responsible for complying with any applicable rules regarding obtaining any necessary license or inspection, or other taxes or fees, with the City of Richland and the State of Washington. All concessions must have a liability rider.

11. HEALTH PERMITS

Concession vendors are responsible for complying with all applicable public health laws or ordinances of the State of Washington, etc. In addition, by Friday, July 1, 2017, proof that the following has been accomplished must be presented to the director:

1. That you have had issued to you all licenses and permits necessary by the City or State;
2. That you have a minimum of one person per shift working in your concession, who is the age of 14 years or over, tested and issued a card by the Health Services Department
3. Provide a list of all workers indicating those with current health cards to the director.

12. FOOD HANDLER'S CARDS

The Health Department offers classes obtaining a food handler's card at various times during the day and once a month in the evening at their location: 7102 West Okanogan Place, Kennewick, WA. Please contact them to register for the class at 509-460-4205. All workers are urged to attend. If you are unable to attend in person, an online class is available at www.foodworkercard.wa.gov. A Health Card and testing is \$10, which is only payable by cash or money order.

13. SECURITY

Concession vendors must provide any security they deem necessary. Allied Arts Association will not be responsible for any theft associated with the concessions. Continuous security is provided by a private security firm from 6:00 p.m. Thursday throughout the Show until it closes on Saturday night.

14. SHOW DATES AND HOURS

Friday, July 28, 2017 - 9:00 a.m. to 8:00 p.m.
Saturday, July 29, 2017– 9:00 a.m. to 7:00 p.m.

15. ACCEPTANCE

Notification of acceptance will be after June 19, 2017, when the last page of this contract will be signed by the Director and returned. Rejection letters will be mailed/emailed at the same time.

16. CONCESSION FEES

Full-Concession: \$225.00 to be submitted with the last page of this contract.
Mini-Concession: \$150.00 to be submitted with the last page of this contract.
Please make all checks out to Art in the Park.

17. INDEMNITY AND HOLD HARMLESS AGREEMENT

The concession vendor’s organization signing this contract hereby agrees to indemnify, hold harmless and defend any action against the Allied Arts Association, their Board of Directors, Art in the Park Director and Committees and the City of Richland from and against all liability whatsoever arising out of its participating in Art in the Park. They further herby release Allied Arts Association from any damage to, or loss of, property or any personal injury which the concession vendor or its helpers or customers may sustain while participating in Art in the Park, and assume full responsibility for the food and drink they serve.

18. DIRECTOR

Any information written or oral, required in this contract should be submitted to:

Bethany Beard
Art in the Park, Director
89 Lee Blvd.
Richland, WA 99352
509-943-9815
artinthepark.richland.wa@gmail.com

CONTACT POINT:
Erin Holloway
Chairman, Art in the Park Concessions
erin.holloway@outlook.com

IMPORTANT DATES FOR 2017

- June 1 - Deadline for filing Contract and proposed menu with Director
- June 19 - Notice of acceptance/rejection by Director
- June 19- Deadline for Final Menu with Director
- July 1- Deadline for List of all workers (indicating those with current Food Handler Permits) to the Director
- July 27 - Set up. Check in at the Information Booth 3:00 p.m.
- July 28- Art in the Park Show 9 to 9
- July 29- Art in the Park Show 9 to 7
- August 31- Deadline for Final Report to Director

**RETURN THE FOLLOWING PAGE WITH YOUR FEE AND INFORMATION
REQUESTED. A COPY WILL BE SIGNED AND RETURNED TO YOU.**

Concession Contract for Art in the Park 2017

My signature below signifies that I, and the organization which has authorized me, as their representative, to sign this contract, understand and agree to abide by all the terms of this foregoing contract, consisting of 6 pages including this page, for the Allied Arts Association Art in the Park 2017.

Organization/501c #: _____
Address: _____

Authorized signature: _____
Print Name: _____ Title: _____
Address: _____
Phone: _____ Email: _____

Contact person if different from above
Name: _____ Title: _____
Phone: _____ Email: _____

Workers with permits: (final list must be submitted by July 1, 2017)

Name/Health Card #: _____	Phone: _____
Name/Health Card #: _____	Phone: _____
Name/Health Card #: _____	Phone: _____
Name/Health Card #: _____	Phone: _____
Name/Health Card #: _____	Phone: _____
Name/Health Card #: _____	Phone: _____
Name/Health Card #: _____	Phone: _____
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Name/Health Card #: _____	Phone: _____
Name/Health Card #: _____	Phone: _____
Name/Health Card #: _____	Phone: _____

Statement of intended uses, and/or budget, for the money made at the Show (may attach and addition page) _____

Please attach your proposed menu for review.

The above organization has been accepted as a sponsor of a Concession for food and drink for Art in the Park 2017.

Allied Arts Association
Approved By: _____ Date: _____