

TASTE ADDISON 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 **Tuesday, February 21, 2017**. Applications not received by the designated deadline date, will not be considered. 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 13, 2017.**
- The Special Events Department wishes to maintain a certain look and feel, therefore, we generally do not accept any self-contained, free standing locations (trailers or food trucks.)
- 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:
 - ! The Town of Addison collects 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. Tickets are turned in at the Restaurant Vendor's scheduled appointment the week following the event.
 - ! A non-refundable booth fee is required upon selection. Vendor will receive its assigned booth space and booth fee amount in their acceptance packet. Fees are based on location, space size and cost per square foot. Rates are as follows: East Booths= \$4 per square foot. West Booths= \$6 per square foot. 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.
 - ! Restaurant Vendors operate out of specially constructed tents provided by the Town of Addison. Sizes offered for Taste Addison are typically a 10'x10' or 10'x20' structure. Restaurant Vendor may select the size best suited for their service.
 - ! 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 space size. Parking is limited, so no additional parking passes will be issued. Additional wristbands may be purchased for \$10 each.
 - ! In order to maintain uniformity throughout the Event, Addison will provide standard booth menu signage that must be displayed at the Restaurant Vendor's booth. No handwritten signs permitted.
 - ! 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 will be sold in 20 oz. bottles.

- ! Anheuser Busch is the official Taste Addison beer sponsor. It is strongly encouraged that all our restaurant vendors support the sponsor. Only sponsor beverages will be listed by name on menu boards. All others will be a generic listing.
- ! Applications will only be accepted from Addison restaurants and Addison food service providers who currently hold an Addison Food Service License. Those Vendors who are not currently licensed by Addison must contact the Addison Environmental Health Official at 972.450.2821 to obtain a Temporary Food Service License and pay all appropriate fees.

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 18-22, 2017.

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.
3. A signed W-9 prior to the opening of Taste Addison. Restaurant Vendors who participated in Taste Addison 2016 will not need to provide a new W-9 unless information has changed.

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.

There are many rules and regulations Restaurant Vendors must follow if selected. A detailed list of Rules, Regulations and General Information will be provided to each selected restaurant participant and must be signed and returned by the allotted deadline.

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

Mailing Address:

**Town of Addison
Special Events Department
Attn: Taste Addison Restaurant
P.O. Box 9010
Addison, TX 75001
972.450.6225 (Fax)**

Physical Address:

**Town of Addison
Special Events Department
16801 Westgrove Dr.
Addison, TX 75001**

Email: ysaldivar@addisontx.gov

Taste Addison 2017

RESTAURANT VENDOR APPLICATION



KEY CONTACT NAME _____

RESTAURANT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

RESTAURANT PHONE _____ CELL PHONE _____

EMAIL _____

WEBSITE _____

SOCIAL MEDIA (e.g. Facebook, Twitter, Instagram)

GIFT CERTIFICATES

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. Gift certificates are due by Thursday, April 27, 2017

____ 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 festival 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 _____

EMAIL _____ PHONE _____

TASTE: THE COMPETITION

Would you be interested in participating in a promotional event 1 month prior to Taste Addison? *More information to follow.*

____ YES ____ NO

IF SELECTED, DO YOU AGREE TO READ AND FOLLOW THE RESTAURANT VENDOR RULES, REGULATIONS AND GENERAL INFORMATION AND RETURN BY THE SPECIFIED RETURN DATE? *Agreement will be provided upon selection.* _____

FOOD & BEVERAGE FORM (Attach a separate sheet if necessary)

Participant selection will be carefully evaluated in regards 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 27, 2017**.

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

FOOD

Applicants must submit a list of main menu items. Additionally, applicant must submit 1 or 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 for your main menu items to meet this standard.

MAIN MENU ITEM		SUGGESTED PRICE (In \$1.00 increments)
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MAIN MENU ITEM		SUGGESTED PRICE (In \$1.00 increments)
TASTE BITE	SIZE IN OUNCES	SUGGESTED PRICE (In \$1.00 increments)
TASTE BITE	SIZE IN OUNCES	SUGGESTED PRICE (In \$1.00 increments)

BEVERAGE

NO alcoholic beverage may be sold for less than \$2.00.

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

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COMMERCIAL EQUIPMENT FORM (Attach a separate sheet if necessary)

Vendor shall provide in writing an equipment list, including the amperage, to the Director of Special Events for pre-event approval. **List should include trailers, smokers, grills, margarita machines, fryers, ovens etc.**

** 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 1:	Amps:
Description 2:	Amps
Description 3:	Amps:
Description 4:	Amps:
Description 5:	Amps:
Description 6:	Amps:
Description 7:	Amps:
Description 8:	Amps:
Description 9:	Amps:
Description 10:	Amps:

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

Indicate booth space desired= Minimum 10 x 10 Maximum* _____ x _____

Booth Fees (nonrefundable upon selection)- Please check your preference in each category.			
✓	TENT DIMENSIONS	ADDITIONAL SPACE REQUIREMENTS <i>MUST INCLUDE A BOOTH LAYOUT</i>	RATE PER SQ. FT.
	East 10 X 10		\$4.00
	East 10 X 20		\$4.00
	West 10 X 20		\$6.00

*Total booth space not to exceed 600 sq. ft.



Applications must be received by Tuesday, February 21, 2017
Taste Addison 2017: Friday, May 19 – Sunday, May 21

Return all completed forms to:
Town of Addison
Special Events Department
Attn: Taste Addison Restaurant
P.O. Box 9010
Addison, TX 75001
972.450.6225 (Fax)
OR
Email: ysaldivar@addisontx.gov

Taste Showcase

Chef Application

This application is due Monday, April 3, 2017

A limited number of chefs will be selected to conduct one of the Taste Showcase cooking demonstrations on a state-of-the-art demonstration kitchen. Selected chefs may use the commercial prep kitchen at the Conference Centre and will be provided with assistants from local culinary schools for prep work. While presenting the demonstration, the featured chef can also use the allotted time to promote his/her establishment, sell cookbooks, etc. Restaurant participation in Taste Addison is not a requirement to participate as a chef in Taste Showcase.

Addison will Provide:

- Demonstration kitchen
- Wireless microphone
- Facilitation with the health department
- Forks, plates and napkins for sampling
- Chef assistants from local culinary schools
- Place for marketing materials, cookbooks, etc.
- Reserved parking spot in the Addison Conference Centre parking lot prior to demonstration time
- Inclusion in Taste Addison marketing materials and publicity efforts, as space is available.

Chef will Provide:

- Cooking demonstration with sampling.
- Pre-prepared samples from restaurant for 50 people.
- Demonstration recipe to **Addison by April 3, 2017**
- Logo and chef photo electronically
- Special utensils, appliance and equipment needed for presentation.

CHEF'S NAME _____

RESTAURANT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

RESTAURANT PHONE _____ CELL PHONE _____

EMAIL _____

WEBSITE _____

RECIPE NAME _____

SPECIAL NEEDS _____
