

Moscow Renaissance Fair Food Vendor Guidelines May 5 & 6, 2012

The 39th annual *Moscow Renaissance Fair* will be held **Saturday, May 5 & Sunday, May 6, 2012**, under the trees at East City Park in Moscow, Idaho. Festivities will span both days from 10:00 a.m. until dusk (there is live music 10:00-9:00 Saturday and 10:00-6:00 Sunday) and admission is FREE to the public. We are gearing up for another outstanding year of great entertainment, exquisite food, and unique hand-crafted arts and crafts. We are excited to once again bring such a jewel of an event to our community.

1. **Only non-profit community organizations** may serve food at the *Moscow Renaissance Fair*, and the application must be made by the sponsoring organization. Funds raised from food and beverage sales at the Fair must be used for community betterment.
2. Non-profit organizations may contract with a commercial business to supply all or part of their food, but with the understanding that the name of the commercial business may not appear on the booth, in the program, or in any other publicity. However, each booth may display a poster, no larger than 12" x 18" with letters no larger than 1" tall, thanking various individuals, organizations, or businesses. The poster may not include logos or trademarks.
3. Every food booth should **display a large sign identifying the sponsoring organization**. Other signs listing menus and prices are recommended and organizations are invited to bring literature describing their goals and activities.
4. Food may be sold from booths or by wandering vendors carrying trays or pulling wagons. Fees are **\$135 per booth** and **\$75 per wandering vendor**, plus a refundable **cleanup deposit of \$15**. Please write separate checks for the fee and the cleanup deposit.
5. The *Moscow Renaissance Fair* has a special character. In keeping with that character, only those foods and beverages which are considered to be **well-prepared, tasty, and interesting** will be allowed. **This specifically excludes highly-refined foods and beverages sold in bottles or cans**. We encourage creative foods and beverages such as juices, herbal teas, and lemonade. **Food and beverages being considered for sale at the Fair may be juried in advance**. Groups that have operated food booths at past *Moscow Renaissance Fairs*, and who plan to serve the same items at this year's Fair, are typically not required to have those items juried. Any new items will require a sample to be juried. Alcohol is not allowed at the Fair or anywhere in the park.
6. **Food must be safe**. All food must be prepared, stored and served in accordance with Idaho Department of Health and Welfare [Food Safety and Sanitation Standards for Food Establishments \(IDAPA 16\)](http://adminrules.idaho.gov/rules/current/16/0219.pdf) (<http://adminrules.idaho.gov/rules/current/16/0219.pdf>)
7. The *Moscow Renaissance Fair* requires a commitment to recycling and environmentally-sound practices. Organizations must participate in the recycling effort at their booth and offer assistance to the Fair recycling crew; **each food booth must have a designated recycling volunteer who is required to assist the Fair's recycling crew for 2 hours over the course of the Fair (sign-up will be at the organizational meeting a few weeks before the Fair)**. Each food booth is required to use recyclable/compostable materials approved by and purchased from the Fair board. *Moscow Renaissance Fair* minimizes waste, and acquires the most environmentally benign food service wares we can find. We sell plates, bowls, sauce cups, glasses, forks, spoons, knives, stir sticks, napkins, straws, and wax paper wraps as noted in the application form. All of these items used at the Fair **must** be purchased through the Moscow Renaissance Fair Recycling Coordinator. If you would like an item that is not listed, please *e-mail the coordinator* (through our contact page, moscowrenfair.org/mrfcontact.html). Vendors who bring their own dishware to the Fair will be fined \$100 or asked to leave and not be considered for future fairs.
No garbage cans are allowed within the public's reach. **All food booth garbage must be sorted into recyclables and compostables**. Those who dump their booth's waste as unsorted garbage will be fined \$100 and asked not to return the following year. No plastic wrap is allowed to be given to Fair patrons; please plan accordingly.
We encourage each organization to inform patrons about the recycling program at the Fair.
8. In keeping with the spirit of the Fair, **vendors are encouraged to dress in costumes and to decorate their booths**. Anything spring-like, whimsical, or colorful is appropriate.
9. Food booth **setup time in the park begins Friday afternoon after 4 pm**. Booth locations will be assigned at the food booth meeting before the Fair. Booths using barbeques or potentially smoky cooking processes will be provided spaces along the perimeter of the park. There will be designated loading zones on the street.

No cars or trucks will be allowed on the grass at any time! No wheeled booths or trailers will be allowed. You may use hand trucks to bring supplies into the park.

10. The vendor alone is completely responsible for the booth structure and its contents. The Fair runs from 10:00 a.m. to dusk each day, whatever the weather, so be prepared for sun, wind, rain and even snow. The booth may be left in the park on Friday and Saturday nights; on Sunday please **cease selling operations between 5 p.m. and 6 p.m.** and **remove your booth before dark** so that our recycling volunteers can finish their cleaning responsibilities before 9 p.m. Cleanup deposit checks will be mailed after the fair concludes.
11. **Electricity is not available in the park. Generators may not be used.** Those using portable stoves and barbecue fires must keep fires and smoke under control.
12. **Each organization must send a representative to the meeting for food booths** to be held approximately three weeks before the Fair, to discuss booth placement, recycling, permissible products, sales taxes, health department guidelines, and other issues.
13. Please bring your own supply of change.
14. Please leave all pets at home.
15. Vendors are expected to abide by these guidelines and Idaho Department of Health & Welfare regulations (which will be provided to organizations after vendor selections have been made), and to cooperate fully with Fair officials.

To apply, fill in the food vendor application form.

Moscow Renaissance Fair | P.O. Box 8848 | Moscow, ID 83843 USA

moscowrenfair.org

HAVE AN ENJOYABLE AND PROFITABLE FAIR!

Always the weekend of the first Sunday in May.

Moscow Renaissance Fair Food Vendor Application May 5 & 6, 2012

Application Deadline March 1, 2012

Food Judging TBA, location TBA

If your non-profit organization would like to operate a food booth or sponsor a wandering vendor at the *Moscow Renaissance Fair*, please read the current food vendor guidelines and complete and submit this application.

* Name of organization <i>as you wish it to appear in the program</i>																
* Organization web site address (optional)																
* In three or fewer words, name the type of food or specialty <i>as you wish it to appear in the program</i>																
Organization name and address																
Organization mission																
How do you plan to use the proceeds from this fundraiser?																
Has your organization had a food booth at the <i>Moscow Renaissance Fair</i> in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No																
List and describe all foods & beverages you plan to offer at the Fair																
Select: <input type="checkbox"/> stationary booth (\$135) <input type="checkbox"/> wandering vendor (\$75)																
If stationary booth, estimate your booth size: <input style="width: 40px; height: 20px;" type="text"/> x <input style="width: 40px; height: 20px;" type="text"/> feet																
Estimate the number of each of the following compostable items you will need for the Fair:																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> 9" plates</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> 16 oz cups</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> napkins</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> forks</td> </tr> <tr> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> 12 oz bowls</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> 12 oz cups</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> straws</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> spoons</td> </tr> <tr> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> 3 oz sauce cups</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> 10 oz cups</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> stir sticks</td> <td style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> knives</td> </tr> <tr> <td colspan="4" style="padding: 5px;"><input style="width: 40px; height: 20px;" type="text"/> 12"x12" wax paper wraps</td> </tr> </table>	<input style="width: 40px; height: 20px;" type="text"/> 9" plates	<input style="width: 40px; height: 20px;" type="text"/> 16 oz cups	<input style="width: 40px; height: 20px;" type="text"/> napkins	<input style="width: 40px; height: 20px;" type="text"/> forks	<input style="width: 40px; height: 20px;" type="text"/> 12 oz bowls	<input style="width: 40px; height: 20px;" type="text"/> 12 oz cups	<input style="width: 40px; height: 20px;" type="text"/> straws	<input style="width: 40px; height: 20px;" type="text"/> spoons	<input style="width: 40px; height: 20px;" type="text"/> 3 oz sauce cups	<input style="width: 40px; height: 20px;" type="text"/> 10 oz cups	<input style="width: 40px; height: 20px;" type="text"/> stir sticks	<input style="width: 40px; height: 20px;" type="text"/> knives	<input style="width: 40px; height: 20px;" type="text"/> 12"x12" wax paper wraps			
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Primary contact name, address, day and evening (or cell) phone number, & e-mail

Alternate contact name, address, daytime and evening (or cell) phone number, & e-mail

* These entries will be included in the program (at the Fair's discretion).

Contacts for each group will be responsible to the *Moscow Renaissance Fair* to ensure that all regulations are followed. They should be present during the Fair, especially during set up and check out, and are required to attend the mandatory meeting before the Fair (held approximately 2-3 weeks before the fair, date and time TBA).

*I have read the **Moscow Renaissance Fair** food vendor guidelines and promise that my organization will abide by them. The organization I represent is a non-profit community group and funds raised from food and beverage sales at the **Moscow Renaissance Fair** will be used for community betterment.*

I understand that all of the regulations must be followed and that any infraction will be cause for a \$100 fine or immediate dismissal of the food booth from the Fair without the return of fees.

Signature (REQUIRED) _____ **Date** _____

Please print this form, and mail

1. this **completed application form**,
2. one **check for your vendor fee (\$135** for booth, or **\$75** for wandering vendor),
3. one **check for the \$15 refundable cleanup deposit**,
4. a **self-addressed, stamped envelope** for return of the cleanup deposit,

checks made payable to ***Moscow Renaissance Fair***, to arrive by March 1, 2012 to:

**Moscow Renaissance Fair
Food Booth Coordinator
P.O. Box 8848
Moscow, Idaho 83843**

If you have questions or concerns, e-mail the Food Booth Coordinator, Bill Beck, through the Moscow Renaissance Fair website (moscowrenfair.org/mrfcontact.html).