

SeptemberFest

Concessions Vendor Application

Location: Museum of the Southwest, 1705 W. Missouri Ave. Midland, TX 79701

Event Date/Time: Saturday, September 11 10:00am–9:00pm

Expected Attendance: 3,000 – 5,000

Fee: \$200

ABOUT: SeptemberFest is an arts festival, drawing artists from far and wide to display their works on the first weekend after Labor Day. Visitors from near and far come to enjoy art, live entertainment, festival foods and activities for kids. In 2021 SeptemberFest will change to a one-day event occurring on Saturday, September 11. Gates will be open from 10 am-9 pm. There will be no event on Sunday. We will end the festival with a concert from 7-9 pm.

ATTENDANCE: Each year the Museum of the Southwest welcomes thousands of visitors to this event which has become a favorite tradition for many. Vendors can expect to see between 3,000-5,000 attendees.

APPLICATION & FEE DEADLINE: All applications must be submitted either in person or via email to Kristin Roberson kroberson@museumsw.org no later than 5pm Friday, August 13, 2021. Applications submitted after the deadline will be held and considered as alternates. Application fees will be processed after you are accepted, we will provide you with an invoice.

VENDOR FEE \$200: Food truck/vendor fee must be paid in full no later than 5pm Friday September 3, 2021. The Museum will notify all vendors of acceptance by August 20, 2021 and will provide an invoice for vendor fee. Payment may be made in the form of cash, check, or debit/credit card. This fee is nonrefundable if selected.

*Please make checks payable to Museum of the Southwest

PROCEEDS: Concession vendors keep 100% of their proceeds from sales.

FOOD TRUCK/VENDOR APPLICATION ACCEPTANCE POLICY: Confirmation/acceptance for SeptemberFest is based on past participation, date of submission, and menu of new applicants. Our goal is to provide a unique experience for attendees (and vendors) by ensuring variety. While we are unable to guarantee there will not be competing vendors, we will take this into consideration as we receive vendor applications. The Museum of the Southwest's

SeptemberFest committee reserves the right to turn down applications based on the number of applications received and overall variety of menu.

SET-UP & TEARDOWN HOURS: Set-ups must occur on September 9-10, 9:30am-4:30pm. Barricades will be placed, and security guards will be present during all hours (including night-time hours on Friday). Museum staff/volunteers will contact accepted vendors, to schedule your set-up time. It is important to stay on schedule when setting up, to keep a steady flow and avoid traffic jams. More information will be provided to accepted vendors.

ON-SITE RESOURCES: Electricity. Large bags of ice will be available on-site for food trucks/vendors to purchase during the event (\$2/ea.). A volunteer will make routine rounds checking your ice stock; if you should need any, you may request it be sent to your location. This volunteer will keep track of ice and you will receive an invoice within the following 2 weeks of the event.

BEVERAGE POLICY: Beverages such as bottled water and 12oz can or bottled soft drinks must be sold from their original can, original plastic bottle or a compostable plastic cup. Canned soft-drinks and bottled water (16.9 oz.) should be priced at \$1. Any specialty drinks may be sold at your designated price. **No alcoholic beverages can be sold out of your booth at any time. Beverages in glass are strictly prohibited.**

INSURANCE, SALES TAX & PERMITS: All vendors participating SeptemberFest must have \$1,000,000 of liability insurance. You will be required to name the Museum of the Southwest as additional insured. In addition, you are responsible for collection and payment of all sales taxes for your booth. Your group shall be responsible for adhering to the City health codes and will be required to provide your own health permit approved by the City of Midland. We must receive a copy of your certificate of insurance and health permit prior to any concession sales.

- ☐ Yes, we would like to be a participating food truck/vendor at SeptemberFest.
Our completed application is included.

This application may be completed digitally or in written form. To input information, click/tap next to the desired field.

Food Truck/Vendor Details

Food truck/Vendor Name: _____

Point of Contact: _____

Phone: _____

Email: _____

Address: Street- _____

City- _____ , State- _____ , Zip- _____

Website or Social Media Page (if applicable):

Type of Set-up (circle one): ☐Truck ☐Trailer ☐Tent Other:

Food Truck/Booth Details

Dimensions of Booth, Truck or Trailer

***All trailers MUST be detached from vehicles upon arrival to your designated space.**

Booth or Trailer?	Dimensions

Please list all appliances or items requiring electricity, specifically state voltage and amperage needed, or total wattage per item. You are limited to (4) outlets. If heavier voltage is needed, you may work out the details with the on-premises electrician. If you will be providing your own generator, please indicate so here.

[illegible]

Concessionaire Menu

Name of Concessionaire:

Name of Owner/Point of Contact:

FOR MUSEUM USE ONLY:

Reviewed & Approved:

Date:

By execution of this application, you hereby release the Museum of the Southwest, its officers, and its Directors, from any and all liability, claims, cause of action from and causing at any time now or in the future and agree to indemnify and hold harmless the Museum of the Southwest from claims of third parties arising out of your acts or omissions.

The Museum of the Southwest reserves the right to ask any group not adhering to the requirements set forth herein to leave and/or forfeit the right to future consideration for a concession booth. By signing below, you agree, that if selected to participate, you and all your representatives will adhere to the event policies provided above.

Print Name

Signature

Date

Relation to Booth

Vending Booth Name

*As you would like it to appear in print.

Contact Phone Number

Mailing Address

Email Address