



FOOD VENDOR GUIDELINES

October 5, 2019 11am - 5pm

Bay State Green, Downtown Westborough

Application deadline to be in the AIC program booklet is August 1st -
Hard deadline September 7th

General Guidelines

- Space fees will be returned to applicants who are not accepted. Event organizers reserve the right to reject any applicant at their discretion. No refunds offered for cancellations after August 1st
- Email your .jpg or .png logo with your menu so it can be added to the web listing: info@artsincommon.net
- A package of information concerning the festival will be emailed to you in August.
- You are required to staff your space during the entire festival.
- Arts In Common carefully maps out sound as well as visual elements of the festival. **No live or amplified music will be allowed from your truck/booth.**

Space & Equipment

- If using a tent, it must be 10ft x 10ft, and weighted with 20lbs per leg. For the safety of people and property, Arts In Common coordinators will require any tent not properly weighted to be taken down.
- Vendor is responsible for any supplies needed - Arts In Common does not supply tables, chairs, tents, or electricity. Contact info@artsincommon.net if you will be using propane or a generator.
- You must provide utensils, napkins and/or cups for your customers.
- Space fees are based on total size required, and an accurate estimate of space is essential to Arts In Common mapping. If food is served from a trailer towed by a vehicle, the towing vehicle must either be included in the space/payment of your application, or the towing vehicle must be moved off the festival route for the duration of the festival.
- Vehicles will not have access to the food court during the festival (11am - 5pm). Arrangements must be made in advance if you require deliveries to your space.
- **Trash must be bagged and disposed of in a location specified the day of the event. All trash MUST be bagged.**
- **A \$100 refundable trash removal fee will be required at registration for all food vendors in the form of a check. This check will be returned to you at the end of the festival once coordinators have inspected the space and confirmed proper waste disposal. No exceptions.**

Vending & Menu

- Preference will be given to vendors in the order they are received. In other words:
SEND IN YOUR APPLICATIONS ASAP!!!

- Vendors must display clear and concise menus with prices and a sign with your business name.

Food Safety & Permits

- Vendors are required to hold and serve food at appropriate safe temperatures.
- Participating vendors must currently be licensed to prepare and serve food in the Town of Westborough. Applications will not be accepted without the completed temporary permit from the Town of Westborough or a copy of your existing permit issued by the Town.



FOOD VENDOR APPLICATION

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Applications now open!

Notifications of acceptance/denial will be emailed within 2 weeks of application. Applications are not considered complete until we have received payment for your space, an Arts In Common Vendor Application, a food permit application (see attached), and a separate check for the \$100 refundable trash deposit.

Reminder: Preference will be given to vendors in the order they are received.

SEND IN YOUR APPLICATIONS ASAP!!!

Please make checks payable to: Westborough Cultural council

All applications must be mailed to:

Westborough Cultural Council
ATTN: AIC Committee - Food Truck/Vendor
34 West Main Street
Westborough, MA 01581

Business Name: _____

Contact (First & Last name): _____

Address: _____

Cell: _____ Email: _____

Website: _____

Contact for day of festival: Name _____ Phone: _____

☐ Same as above

SIZE OPTIONS:

☐ Food truck: \$100 (+ \$40 permit if needed)

Food Truck Dimensions: _____

☐ 10X10 tent: \$100 (+ \$40 permit if needed)

☐ **Using Propane:** ☐ No ☐ Yes, if so enter number of tanks and size of tanks

Type of Cuisine: _____
(e.g. Greek, Thai, desserts, BBQ, etc.)

Menu: (Please list menu items and prices.)

☐ **I have read and accept the FOOD VENDOR GUIDELINES.**

☐ **I agree to the \$100 refundable trash removal fee as specified in the guidelines.**

Signature: _____ Date: _____