

**2019 KANSAS CITY FESTA ITALIANA**  
**MAY 31<sup>ST</sup> - JUNE 2<sup>ND</sup>**  
**FOOD VENDOR GUIDELINES/LEASE AGREEMENT**

**IMPORTANT:**

**INSURANCE – All vendors MUST provide FESTA with certificate of insurance that lists UNICO, Trademark Properties, Festa Italiana and Zona Rosa as additionally insured under a \$1 million general liability insurance policy when submitting application.**

**We have had an overwhelming response from vendors wanting to participate and now have a waiting list so it is imperative that you complete and return with check or money order by MARCH 31, 2019 or your space/item(s) sold last year will not be guaranteed. After March 31st your space will become available to new vendors.**

The following items apply to all vendors unless specified otherwise in writing.

- \* **Food vendors will not be allowed to sell beverages. All beverages will be sold by Festa.**
- \* Vendors will be expected to have their booths completely setup at least 60 minutes prior to the start of the festival each day. **Food Vendors must remain open during all hours of the event, from start to finish. Failure to remain open during all hours of the event will result in vendor NOT being asked to come back next year.** Vendors must be professional and order inventory accordingly. Have a back up plan in place, should you sell out. (i.e. sell gift certificates for your restaurant.)
- \* Each food vendor is required to redeem (10) \$5 Food Vouchers from the entertainers. FESTA will be responsible for printing 10 vouchers unique to each food vendor. These will be given out directly to the entertainers by a committee member. We truly appreciate your support in helping us keep costs down for us to give away the maximum amount we can for scholarships.
- \* Vendors will be allowed a 10-foot-wide banner, not to exceed 24 inches in height, to be hung in front of the vendors' booth.
- \* There will be designated areas for food & beverage booths and for crafts booths. Booth placement will be determined based on menu items sold (i.e. Vendors serving pasta will not be next to each other). The FESTA will decide booth placement.
- \* Vendors will be told of drop-off sites for loading and unloading, and also locations to park their vehicles during the event. **Absolutely no vehicles or trucks parked within the Festa grounds during Festa hours.**
- \* All staff of vendors will be expected to wear a shirt or uniform of the business they represent. FESTA retains the right to disallow access to any vendor or employee if their dress is deemed inappropriate.

- \* Vendors will comply with all local, city, and state health and liquor control rules and regulations. Vendors will supply all necessary items, etc., to accomplish these goals.
- \* All vendors will need a fire extinguisher in their tent. Please call the Kansas City Fire Prevention Division 816-784-9100 to ask what type of fire extinguisher you'll need to bring.
- \* Grease disposal is the responsibility of vendor and must be disposed properly, in accordance with Health Department and EPA standards.
- \* Vendors are asked to respect the Zona Rosa grounds. Please place temporary flooring if using grease or other products that can stain or disfigure the grounds.
- \* FESTA will provide trash removal throughout the event. Vendors are responsible for the condition and cleanliness of their site during festival hours and after teardown. Site condition and cleanliness will be factors in determining vendor participation in 2020. **Each vendor must break down their own boxes and place them near their booth. Failure to do this will result in vendor not being asked to come back next year.**
- \* **Food vendors must provide all electrical needs to the festival when returning their signed contract. No changes will be made when you arrive at Festa!!!!!!**
- \* **SHOULD YOU CHOOSE TO BRING YOUR OWN TENT OR TRAILER, YOU MUST SUBMIT A PHOTO WITH YOUR APPLICATION. WHITE TENTS ARE PREFERRED BY ZONA ROSA!**
- \* **Please call the Kansas City Health Department (816-513-6315) to go over your temporary health permit application. It is vendor's sole responsibility to obtain the city health license. Health Department will not allow you to open without permit and health inspector must approve your operation. Permit fee is mailed to the city.**

# 2019 KANSAS CITY FESTA ITALIANA

## MAY 31<sup>ST</sup> - JUNE 2<sup>ND</sup>

### FOOD VENDOR GUIDELINES/LEASE AGREEMENT

**LOCATION:**

Zona Rosa –North Kansas City – at I-29 and Barry Road

**FESTIVAL DATES AND TIMES (MUST PARTICIPATE EACH DAY):**

Friday, May 31st (5 – 11 p.m.)  
 Saturday, June 1st (11 a.m. – 11 p.m.)  
 Sunday, June 2nd (11 a.m. – 5 p.m.)

Booth/Restaurant Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

**FOOD VENDOR RENTAL FEES:**

**Note: It is necessary to list all food items you intend to sell in the space provided below.**

\_\_\_\_\_ 10’ x 10’ Food Booth Space  
 (Electrical provided by FESTA) \$900.00  
**INCLUDES HEALTH APPROVED TENT!**

\_\_\_\_\_ 10’ x 10’ Food Booth Space  
 (Electrical provided by FESTA) \$625.00  
 (10’ IS YOUR FRONT, 10’ IS MAX. SIDE OF TENT)  
**NO TENT PROVIDED!**

\_\_\_\_\_ 10’ x 20’ Food Booth Space  
 (Electrical provided by FESTA) \$925.00  
 (20’ IS YOUR FRONT, 10’ IS MAX. SIDE OF TENT)  
**NO TENT PROVIDED!**

\_\_\_\_\_ 10’ x 10’ **SNACK** Food Booth \$450.00  
 (i.e. Cookies, Shaved Ice, Kettle Corn  
 Deserts, etc. **No Major Food Items Allowed!**)  
 (Electrical provided by FESTA)  
**NO TENT PROVIDED!**

\_\_\_\_\_ 10’ x 10’ **SNACK** Food Booth \$550.00  
**INCLUDES TENT, BUT IS NOT HEALTH APPROVED**

\_\_\_\_\_ 8’X30” TABLE \$10 EACH

\_\_\_\_\_ FOLDING CHAIRS \$2 EACH

**\*\*\*NOTE: Festa will only provide you with the electricity you request on your application. No extra electricity will be given when you arrive at Festa. Extension cords are the responsibility of the Food Vendor and should be a minimum of 12 gauge/3 wire – 100 feet of cord is suggested.**

**PLEASE SPECIFY:**

**Electrical Power:**

If 208/240 volt or more is required, **you must include a photo or drawing of your plug.** If Festival electricians are required to modify plugs, etc. you will be responsible for the cost of the materials. **Payment will be expected for the modification materials before the Festival opens.**

**IMPORTANT** - If additional electrical service is being used for anything not listed below, you may be asked to **unplug these items.** No other form of generator or electrical service other than that provided by the Festival is permitted. **You will receive power for only what is listed on this form. We WILL NOT tolerate electrical circuits constantly tripping off throughout the event!** Please list all necessary electrical requirements and equipment for operating your vending service below:

**Equipment Type Quantity Voltage Amps (each)**

- 1.
  - 2.
  - 3.
- \_\_\_\_\_ Amount of VOLTAGE needed (110 or 208/240)
- \_\_\_\_\_ Amount of AMPS needed (20 amps per 10' x 10' booth space will be provided)
- \_\_\_\_\_ Each additional 20 amps needed - **\$75**
- \_\_\_\_\_ Each 208/240 volts @ 50 amps needed - **\$150 per outlet**
- \_\_\_\_\_ **TOTAL ENCLOSED**

**\*\*\* All vendors MUST provide FESTA with certificate of insurance that lists UNICO, Trademark Properties, Festa Italiana and Zona Rosa as additionally insured under a \$1 million general liability insurance policy when submitting application.**

By signing this agreement, you understand that the Kansas City Festa Italiana committee and Kansas City chapter of UNICO are not liable for any damages, losses or personal injuries; you will not be a part of any legal action against these parties or their personnel; and you will personally participate in the Festa.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Make Check Payable and Mail to:**

**UNICO  
C/o Michael Mange  
2121 Bur Oak Ct.  
Liberty, MO 64068**

\* All fees are nonrefundable if applicant is accepted into the festival. If applicant is denied, refunds will be made. Event will occur rain, wind or shine.

\*\* While every effort will be made to provide proper security for the festival, the FESTA and Zona Rosa will not be held responsible for any damages or losses. There will be some security provided Friday and Saturday night after the event has ended. However, they will not be expected to secure items left by exhibitors.

**Festa Vendor Committee:**

**Michael Mange: 816.210.3897**

**TENURE POLICY:** A tenure policy has been established. This status is granted to a food vendor after two years if the group has successfully demonstrated an organized, sanitary, productive, aesthetically appealing, and financially responsible operation. Tenured status assures the vendor of their “exclusive” food item for the next year unless the sales of an “exclusive” item are below industry standards compared to other items at the event. If this would be the case, the vendor would lose this status and may have to share the menu item with another vendor or not be able to sell that item at all. Menu changes approved by the Festa Committee will not affect a vendor’s tenured status. If the event must be relocated, every effort will be made to give the vendor a comparable location taking into consideration electricity, space, and other factors.

The tenured status can be nullified due to non-conformance with the established guidelines, substandard sales or any other issues deemed not in the spirit of the Festa Committee.

**FOOD VARIETY:** Tenured vendors will automatically be allowed to sell the “exclusive” menu item approved by Festa Committee. No two vendors are allowed to sell the same “exclusive” menu item at the event (unless the “exclusive” item has been “grandfathered” or both vendors have mutually agreed). An “exclusive” menu item may be a food or beverage item. Any vendor violating the “exclusive” rules will be notified and must cease the sale of that item. The Festa Committee reserves the right to restrict or limit menus submitted. All the items that you plan to sell must be on your proposed menu.

**Below, please include a list of all the items and price points that you are intending to sell. Again, you will only be allowed to sell items that you list on application!**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_