



Dear Pancake Day Food Court Participant:

Attached is a list of guidelines for the food court and an application. Read over the guidelines and call if you have questions (641-437-4102).

Please don't put "same as last year" as a response to any question. We need to know how much space you need and what you plan to serve.

Food booths must be parked along the curb. The middle area is for picnic tables and allows customers to see all of the food options.

Your space along the curb is for your food booth only. Any supply trailers must be parked behind the last food booth on street unless the vendor behind you requests to be located at the end of the block. Most venues that have food booths do not allow supply trailers to take a more visible spot than other food booths. We understand that all food vendors want to be visible and want to be as close to the square as possible and we are trying to make that happen.

Also, we will not limit the number of vendors that can serve any food item but you must put all items that you plan to serve on your application. If you do not, you may be prohibited on Pancake Day from selling an item not on your list. Other food vendors may be planning their menu based on what you put on your application. Before adding an item after you submit your application, please check with the Chamber. If you decide not to serve an item, let us know that too.

Lastly, you must sign your application and provide us with proof of insurance. Our insurance company requires it. If you do not provide proof of insurance, we cannot allow you to set up.

Please read all of the guidelines and sign the application and return by the deadline.

Thank you for your cooperation!

2016 Pancake Day Committee

Pancake Day, Centerville, Iowa

September 24, 2016

Food Court Guidelines

First priority is to Appanoose County and previous year attendees. All applicants will be notified by September 2nd.

It is our goal to provide Pancake Day-goers with adequate food choices. Quality and variety are the keys to a successful food court. Following are some guidelines that have been set by the Pancake Day Committee. All applications and payment should be received by September 1, 2016.

- Trailers and booths should be attractively painted and well maintained. Extra supplies and equipment should be stored out of sight. Storage trailers must be placed at the end of the food court beyond other food vendors (unless otherwise specified).
- All vendors are required to submit proof of insurance with completed application.
- Fee: \$110 (Appanoose County), \$250 outside Appanoose County, for a 15'x25' space. Booths or trailers requiring a larger space may be accommodated depending upon size and space availability (additional fees may apply; contact the Centerville Area Chamber of Commerce). Booth fee should be included with all applications.
- Food vendors are responsible for obtaining and paying for the necessary food stand permit issued by ADLM Environmental Health. ADLM's phone number is 641-724-3511. You must abide by all regulations set forth by ADLM and will be subject to inspection by ADLM on Pancake Day.
- Food courts will be located on both East and West State Streets. Space is limited. Prior participants will be given priority in selecting location of booth as long as the application is returned by the due date. Variety of food and date of application receipt will be considered.
- Electrical needs must be clearly indicated on application. Vendors must provide extension cords.
- Set up: Please contact the Chamber of Commerce at 641-437-4102 to make arrangements for set up. Booth placement will be assigned by the Pancake Day Committee based on a number of factors including electrical requirements, type of food and previous placement. Activities run from 8 a.m. to 9 p.m. on Pancake Day. Vendors may determine their own hours of operation. If you wish to have food during the pageant (7:00-9:00 pm) you can serve, but there will not be electricity.
- During the festival, food vendors will keep their area clean and free of trash. Grease should not be disposed of in storm sewers or anywhere in the festival area. Pancake Day will provide dumpsters and trash cans/liners.
- It is the responsibility of the vendor to safeguard the booth. Pancake Day Committee, the Centerville Area Chamber of Commerce or the City of Centerville will not provide security for unstaffed booths.
- All decisions of the Pancake Day Committee are final. Failure to comply with guidelines may result denial of future applications to participate in the Food Court at Centerville's Pancake Day.

**APPLICATION FOR FOOD BOOTH
PANCAKE DAY, CENTERVILLE, IOWA
September 24, 2016**

Name of Business/Organization _____

Contact Name _____

Phone Number _____

Address _____

Have you ever been a food vendor at Pancake Day? _____

Food/Beverages to be served: _____

Size of booth or trailer: _____

Electrical requirements (be specific—volts and amps, type of plug required) _____

Preferred location: East State _____ West State _____

Application should be returned by **September 1, 2016** to the Centerville Area Chamber of Commerce, 128 N. 12th Street, Centerville, IA 52544. Please call the Chamber of Commerce if you have any questions at 641-437-4102.

Please submit \$110 and proof of insurance with the application.

PANCAKE DAY FOOD VENDOR WAIVER

I understand that the City of Centerville, Pancake Day Committee or Centerville Area Chamber of Commerce take no responsibility for any loss of property owned or displayed by vendors and agree to release the above named for any responsibility or liability for damages or loss of property.

I have been given a copy of the Food Court Guidelines and agree to abide by all rules and regulations.

Signature of representative of participating business or organization _____