



2016 Urban Harvest Food Vendor Application

MUST BE POSTMARKED NO LATER THAN JUNE 15, 2016
Return this application to PO Box 3062 Bismarck, ND 58502-3062

Contact Name: _____

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email _____

Sales and Use Tax Permit #: _____

Please describe all items you plan to vend at the market: _____

Note: Urban Harvest will operate the sole beverage concession. Food vendors may sell only brewed coffee, brewed tea and fresh hand squeezed real fruit drinks. No food vendor may sell or give away any bottled or canned beverages including water.

Do you have a food truck, booth or trailer? (Circle one) Please enclose at least one picture of your setup.

List the amount of space you need (width by length by height) and describe any special needs: _____

Electricity is available to food vendors but limited to 15 amps per pole. For this reason we will need to pre-approve all of the electrical devices you plan to plug in.

Do you need electricity? (Please circle one) Yes No

If so, please list each device along with the amperage it uses: _____

We will be unable to approve your application without the above information.

Food truck owners:

Do you need a 220V outlet? Yes No

Can you provide your own generator if necessary? Yes No Note: generators must be muffled to 59 decibels or less.

Food vendor fees:

Vendors serving meals to be consumed onsite pay a food vendor fee of \$100 per day for a 10' x 10' space. **Vendors requiring more space up to 30' in length pay a food vendor fee of \$150 per day. This includes food truck vendors.**

Nonprofit fundraisers selling single food items (e.g. popcorn ball sales, etc.) please use the Market Vendor application and submit the Urban Harvest Certified Kitchen Use Form.

Food vendors are to remain open until 8:00 p.m. unless prior arrangements have been made with the Urban Harvest Directors. No early teardowns.

All food vendors are subject to a \$100 cleanup deposit for the entire season. Your cleaned area will need to be inspected by an Urban Harvest volunteer before you leave each market day. If you do not wait to be checked out, you will forfeit your deposit.

Dates planning to vend (please circle):

July 7, 2016 July 14, 2016 July 21, 2016 July 28, 2016 August 4, 2016 August 11, 2016

_____ days 10' x 10' food vendor fee @ \$100 per day total \$_____

_____ days food vendor fee for space up to 30' @ \$150 per day total \$_____

Food vendor cleanup deposit \$100

Total Amount of vendor fees: _____

Payment method, please check one: Check enclosed Credit card payment by phone Online payment

ALL VENDOR FEES MUST BE PAID IN ADVANCE. WE WILL NOT RESERVE YOUR BOOTH SPACE WITHOUT FULL PAYMENT PRIOR TO MARKET DAY. For your convenience, you may either enclose a check with your application or make an online payment at www.bismarckurbanharvest.org . We will also accept a credit card by phone 701-202-5159.

Application must be accompanied by a *Certificate of Liability Insurance naming Urban Harvest as additional insured* and all vendor fees. Food vendors must also submit the 2016 Urban Harvest Certified Kitchen Use Form. Applications postmarked after the June 15 deadline will be subject to a \$30 late fee and you will be placed on a reserve list if the market is full. Cancellations must be made a minimum of 24 hours in advance of the market opening. There will be no refunds. You will receive an acceptance letter if approved. Contact phone number for cancellation is 701-202-5159.

This application is subject to review by the Executive Board. Proof of insurance and active Sales and Use Tax Permit are required to participate in the market. Tax information will be supplied to the ND Tax Department.

Memberships are non-transferable. Vendors shall comply with all applicable federal, state, and local rules and regulations relating to the products they sell, as well as the Urban Harvest Guidelines. Urban Harvest is not responsible for lost, stolen, or damaged items.

Signature: _____ Date: _____