



# 2018 Urban Harvest Food Vendor Application

**MUST BE POSTMARKED NO LATER THAN JUNE 15, 2018**

**Return this application to PO Box 3062 Bismarck, ND 58502-3062 or email to urbanharvestbis@gmail.com with \$5 non-refundable application fee mailed or paid online**

We reserve the right to refuse any application.

**Those selected will receive an invoice by email or mail with market fees payable by July 1.**




Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Name or email you use on Facebook so we could add you to our [www.facebook.com/groups/UHartisansmakers](http://www.facebook.com/groups/UHartisansmakers) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website \_\_\_\_\_

Links to your business social media  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

ND Sales Tax Permit # \_\_\_\_\_ Describe what you will be selling: \_\_\_\_\_

**Note: Urban Harvest will operate the sole soft drink and water concessions.**

**Specialty drinks are permitted, but no soft drinks or water may be sold or given away.**

Please enclose or email [urbanharvestbis@gmail.com](mailto:urbanharvestbis@gmail.com) 3-6 photos of your setup and a couple menu items with descriptions of photos (returning food vendors if you will be selling new products or have a new booth setup please send photos of your new items or new setup, the photos also may be used on social media)

**Circle your space use**   booth   food truck   other

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 and baked good /home good vendors selling multiple or single food items (e.g. popcorn ball sales, etc.) please use the Artisans & Makers application. All food vendors shall comply with all applicable federal, state and local rules and regulations relating to the products they sell and will submit a signed statement that they have been so informed. Vendors are required to collect and report sales tax as required by law.

Food vendors are to remain open 11am to 9:00 pm unless prior arrangements have been made with the Urban Harvest Directors.

**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.

Please circle market dates you would like to attend:

July 12      July 19      July 26      August 2      August 9      August 16

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

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

How many parking vouchers would you like? (they will also be available the day of the market at the UH booth) \$3 each \_\_\_\_\_

### Food vendor cleanup deposit \$100

Total Amount of vendor fees: \_\_\_\_\_ this will be due by July 1 upon acceptance of your application. An invoice will be emailed to you and you may pay by check, online or through the invoice. Your Insurance Certificate will also be required at this time (see market guidelines).

Application and \$5 fee due and postmarked by June 15

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

Questions: email [urbanharvestbis@gmail.com](mailto:urbanharvestbis@gmail.com)