



The Smoky Hill Museum is preparing for Street Fair 2017. We would like to invite your company or organization to submit a food booth/concession trailer application.

Please note the following application steps:

- \$25 application fee, nonrefundable.
- All entries need to include 1-3 images—emailed or mailed with application. Please show your hitch and serving side.
- Completed application with detailed listing of menu items listing prices (no changes after submission).
- Liability insurance requirements—see example insurance certificate. Vendors will be required to provide the City of Salina with insurance certificate.
- Vendors will receive notifications August 25; if you are selected please have your \$100 fee turned in by September 8, 2017. All decisions are final.
- Please make checks payable to: SMOKY HILL MUSEUM

If you have any questions or need more information regarding the application, please call Susan Hawksworth at 785.309.5776 or email at susan.hawksworth@salina.org

We look forward to another successful year!
Sincerely,

Susan Hawksworth
Museum Director

Save the Date!
Street Fair
Saturday, September 23, 2017
In & around the Smoky Hill Museum

Smoky Hill Museum Street Fair---September 23, 2017
Food Concession Application

Completed applications and a \$25 application fee must be postmarked or hand-delivered by August 18, 2017. Checks made payable to the Smoky Hill Museum—check will be deposited upon receipt. Application fee is non-refundable.

- **We will not accept booth location requests.**
- **In order to reduce menu repetition, the Street Fair food committee will have the final decision on what foods can be offered.**
- **1-3 images of your booth/trailer, images can be paper copies, on a disc or emailed to me as jpegs. If you email me, please reference your company name. Please include at least one image of your booth/trailer hitched to the transport vehicle.**

If you have any questions or need any help filling out the application—please don't hesitate to call me or email me at susan.hawksworth@salina.org.

Mail/drop off application: Smoky Hill Museum, Attn: Susan Hawksworth, 211 W. Iron, Salina, KS 67401

Business Name _____ Contact _____

Cell Phone _____ Day of event Phone # _____

Address _____ City _____ State _____ Zip _____

Email _____ Dimensions of space required for booth
(measure from the tip of the towing tongue & include awnings or other attachments):

Supply vehicle description—type of supply vehicle—van/car/truck/other _____

- Limited space requires NO PARKING of any support/supply vehicles except to load/unload.

Electrical requirements Please list in detail the electrical requirements you will need to operate:

Number required _____ ☐ 110 V/ 15 Amp Number required _____ ☐ 220 V/ 50 Amp

Please check which one applies:

- ☐ **Water** - Continual access needed
- ☐ **Water** - Vendor has storage (will not need continual access or hook up)

***** Please note that gray water needs to be disposed of in an acceptable manner. *****

Licensed for food vending in the State of Kansas? _____ Yes _____ No _____ Other states

How does your facility meet State of Kansas Health Code Requirements for proper temperature storage, food handling/prep and cleanliness (hand and utensil washing)? If needed, attach additional pages.

Menu: list all food and drink items you wish to sell (with prices included). *Please note: glass containers are prohibited.* The food committee will select from this list—not all proposed items may be approved.

[illegible]

Special Requirements:

1. Your equipment is to be in place by 7:00 am, Saturday, September 23, 2017. It is highly recommended that you pull your trailer in Friday, September 22, after 2:00 pm.
2. Hours of operation are 10:00 am-4:00 pm on Saturday, September 23, 2017. Unless otherwise notified, you are asked to operate until 4:00 pm.
3. You are responsible for helping to keep the area surrounding your booth tidy. Lined trash barrels will be provided.
4. Compliance with The Kansas Code for Temporary Food Service Requirements regarding cleanliness, food prep, cooking, storage, display, service and disposal of waste required.
5. Proof of Kansas Sales Tax Number must be presented upon request. You are responsible for sending in your company's sales tax information.
- 6. No alcoholic beverages allowed.**

I understand the requirements of this event. If my vending operation is accepted I will abide by the requirements and details stated in this application.

Name (please print) _____

Signature: _____ Date: _____

\$25 Application fee received by _____ date _____

Accepted/Declined _____

\$100 Vendor fee received _____ date _____