



51st Park City Kimball Arts Festival
Food Truck/Concessionaire Agreement

This year, the 2020 Park City Kimball Arts Festival (PCKAF) celebrates its 51st annual event on Park City’s Historic Main Street. The event begins at 5 P.M. on Friday, July 31, and continues through 6 p.m. on Sunday, August 2. The PCKAF marks summertime in the mountains for over 50,000 attendees, over 220 featured artists, beer and wine gardens, and musical stages with diverse genres.

ITEM	IMPORTANT DATES
<ul style="list-style-type: none"> • Signed Contract Due • Concessionaire Fees Due • Promotional/Marketing Items Due: <ul style="list-style-type: none"> - Logo (hi and low res versions) - Company bio - Photo • 	<p>Friday, June 12, 2020</p>
<ul style="list-style-type: none"> • Liability Insurance Certificate Due • Copy of Food Handlers Permit 	<p>Friday, July 3, 2020</p>
<ul style="list-style-type: none"> • Concessionaire Set-up 	<p>Friday, July 31, 2020 5 A.M. – 3 P.M.</p> <p><i>*Specific time to be determined by Arts Festival Operations</i></p>
<ul style="list-style-type: none"> • Concessionaire Strike • Checkout with Utah State Tax Commission 	<p>Sunday, August 2, 2020 6 P.M. – 9 P.M.</p>

Please take a moment to carefully read the following information. As a concessionaire, you are responsible for meeting the requirements of the Festival, obtaining the necessary permits and abiding by all Summit County Public Health Department and Park City Building Department codes, rules, and regulations.

This brief guide will help to answer any questions you may have and prepare you for an exciting and rewarding experience.

FESTIVAL/CONCESSIONAIRE HOURS OF OPERATION:

- Friday, July 31, 2020 5 P.M. – 9 P.M.
- Saturday, August 1, 2020 10 A.M. – 8 P.M.

- Sunday, August 2, 2020 10 A.M. – 6 P.M.

FEES

Participation fee for the entire weekend is \$1,250.00. A \$100.00 site cleaning deposit is also required. Fees are made payable to the Kimball Art Center on or before June 12, 2020. **Limited spots are available and vendor selection will be made at the discretion of Kimball Art Center.** This rate is confidential.

The Kimball Art Center asks that as a selected concessionaire for 2020 Park City Kimball Arts Festival you provide the following items required by Park City Municipal Corporation:

- Fee Payment (worksheet filled out)
- Equipment necessary to prepare/store food
- Tax ID # (listed on last page of agreement)
- Copy of Business License
- Copy of Health Department Permit (Summit County)
- Copy of Food Handlers' Permit
- Proof of Liability Insurance
- **Utah state fire marshal inspection sticker**

FOOD TRUCK SPACE

- Concessionaires will be supplied with a 10' x 15' space delineated by PCKAF staff. All concessionaires will be required to contain their operations, including cooking appliances, point of sale and storage within their allotted space at all times.
- Concessionaires are required to provide all the necessary equipment to prepare and serve their menu items acceptable to health, building and fire regulations.
- **Concessionaires are required to use recyclable and/or compostable food containers and utensils. No Styrofoam will be permitted.** Initial _____
- **Concessionaires may not sell beverages of any type unless authorized in advance by the Kimball Art Center. Failure to comply may lead to a \$500 fine.** Initial _____
- Concessionaires must secure all propane and flammable materials in accordance with Summit County Health Department and Park City building codes.
- Storage areas must be contained and kept neat within your allotted space.
- **All areas in and around your space must be kept clean at all times. Each space is required to supply at least one clean and lined garbage can for public refuse. Concessionaires are responsible to empty this receptacle frequently.**
- **Composting bins will be provided. Concessionaires are required to use these bins and direct customers to use them as well.**
- Charcoal, wood or other burning materials, including gas, propane and fuels, must be approved by PCKAF staff and the Park City Fire Department in advance.
- If you have questions, please contact PCKAF staff.

SET--UP/STRIKE AND PARKING

- | | | |
|----------------------------|----------------|-------------------|
| • Friday Equipment Set-Up | July 31, 2020 | Assigned Time |
| • Equipment Strike | August 2, 2020 | 6 P. M. – 9 P. M. |
| • Utah State Tax Check Out | August 2, 2020 | 6 P. M. – 9 P. M. |

- Please call if you have special set-up/dismantle requirements.
- Concessionaires must abide by all parking and equipment set up direction from all Festival staff.
- All areas will be clearly marked on the street.
- Concessionaires may not exceed their allotted space.
- We strongly suggest that you use a hand truck to facilitate load in.
- The PCKAF retains the right to extend Festival hours as crowds warrant.
- Concession strike will begin August 2 at 6 P.M. Concessionaires may not strike or close their area before the published Festival hours.
- All equipment must be removed from the Festival grounds by 10:00 P.M., August 2.
- Concessionaire must check out with the Utah State Tax Commission on Sunday, August 2 from 6 P.M. – 9 P.M. at the Arts Fest Headquarters.

SITE INSPECTION

- Issues with your location must be reported to Festival staff immediately. Concessionaires are responsible for returning the vending site to its original physical condition.
- Improper disposal of waste materials (i.e. disposing of grease in a storm drain) will be reported to the Summit County Health Department and the Park City Police. The participating vendor is fully responsible for any fee/ticket issued for failing to comply.

LICENSES/PERMITS

- Concessionaires shall meet all state, county and city health and safety requirements.
- **Concessionaires must obtain their own food handling and business licenses and permits.**
- Concessionaires will be subject to daily inspections by Festival staff, Park City Building Department and the Summit County Public Health Department.
- Failure to pass inspection will result in immediate closure of concessionaire's area.
- If you have further food safety questions please call Summit County Health Department:

Leslie Freeman, Environmental/Food Safety
 Direct line: 435-615-3918
 Summit County Health Department
 6505 N. Landmark Drive Park City, Utah 84098
 Office: 435-615-3910
 Fax: 435-615-3926
www.summitcountyhealth.org

LIABILITY INSURANCE

- **You are required to carry \$1,000,000 liability insurance.**
- **You are required to issue a certificate of insurance listing Kimball Art Center and the 2020 Park City Kimball Arts Festival as additional insured.**
- **Failure to provide the certificate of insurance by July 3, 2020 shall result in immediate cancellation of this agreement. No refund will be provided.**

ELECTRICITY

- Goal Zero generators are approved for use but no other form of electricity or generator may be used, unless provided by Park City Kimball Arts Festival.

WASTEWATER

- Wastewater must be disposed of in the supplied and clearly marked disposal unit.
- Please do not dispose of wastewater in the street, sewers or flowerbeds.
- Please make provisions to immediately mop up any standing water.

GREASE

- Grease must be disposed of in the supplied and clearly marked disposal barrels.
- Must provide a non-flammable covering underneath your cooking area.
- Must ensure grease-catching sheets extend beyond primary cooking area.

TRASH

- You are responsible for keeping your space clean at all times.
- All food trucks are expected to keep their space free of trash, litter, waste, water, etc.
- Trash must be disposed of in the supplied and clearly marked disposal units. Disposal units will be available adjacent to the concessionaire areas.
- **We require you to recycle and compost.**
- Concessionaires are responsible for disposing of their own trash through the duration of each event day. Do not leave any waste behind.

FIRE SAFETY

- Park City Fire Department and the Park City Building Department will inspect the food service areas daily. Violations will cause immediate closure of the space until the issue is rectified.
- All canopies, tents and enclosures must be fire rated.
- **NO** tarps are allowed.

ONSITE STORAGE & REFRIGERATION

- Refrigeration is NOT available.
- Storage outside your space for any supplies or inventory is not allowed.

SOFT DRINKS & BEER

- **Concessionaires may NOT sell, distribute or otherwise disseminate soft drinks, water, juice, wine, beer, liquor, energy drinks or beverages of any type unless authorized by the Park City Kimball Arts Festival in advance. Failure to comply may lead to a \$500 fee. Sales of unauthorized beverages will result in the immediate closure of your space.** Initial _____
- Concessionaires may not use cups, plates, displays or other elements that may conflict with the Park City Kimball Arts Festival official suppliers and sponsors. Sustainable materials (i.e. recyclable and/or compostable) are required.

CHANGES

- The Kimball Art Center reserves the right to change, modify or include clauses to the above rules and

regulations at will and without prior notice.

kimballartcenter



51st Park City Kimball Arts Festival
July 31st – August 2nd, 2020
Food Truck/Concessionaire Agreement

Name of Business: _____

Contact Person: _____

Mailing Address: _____

Mobile Phone: _____

Email: _____

The following forms must be completed and submitted by Friday, July 3, 2020. Executed agreement and fee payment to Kimball Art Center by Friday, June 12, 2020.

- Tax ID #
- Fee Payment (worksheet filled out)
- Copy of Business License
- Copy of Health Department Permit (Summit County)
- Copy of Food Handlers' Permit
- Proof of Liability Insurance

I, _____ of _____ company, has read the Executive Summary/Arts Festival guides attached to this form and agreed to abide by all requirements listed for the 2019 Park City Kimball Arts Festival.

Signature: _____

Date: _____

Please send all materials and signed concession form to:

Hillary Gilson
Kimball Art Center
P.O. Box 1488

Park City, UT 84060

kimballartcenter



50th Park City Kimball Arts Festival

August 2nd – 4th 2019

Fees Worksheet Form

Name of Business: _____

In consideration, as a concessionaire participant in the 2018 Park City Kimball Arts Festival, the following fees shall be paid by check to the Kimball Art Center on or before June 14, 2019:

Area/Space Fee: \$1,250.00

Site Cleaning Deposit: \$100.00 (Flat Rate & Refundable)

Total Required Fees: **\$1,350.00**

All fees are due by Friday, June 14, 2019.

Please make checks payable to the Kimball Art Center.