TO: Prospective Food Concessionaires for Arts Festival Oklahoma 2014
FROM: Food Concession Committee - Arts Festival Oklahoma 2014
DATE: March 28, 2014

Thank you for your interest in being a food concessionaire at this year’s Arts Festival Oklahoma. Please read this document in its entirety. It provides interested concessionaires with all the information needed to submit a proposal. To be considered for this year’s Festival, all proposals must be received in the OCCC Office of Cultural Programs by 5:00 p.m., Friday, May 2, 2014.

ABOUT THE FESTIVAL
Arts Festival Oklahoma is Oklahoma’s largest Fall arts festival. It features work for sale by over 150 fine artists and crafters, over 20 daytime performances by community groups, and evening headline entertainment on Saturday and Sunday of the Festival. The average attendance to the Festival is around 25,000 patrons each year.

FESTIVAL DATES
2014 marks the 36th year the Festival has been held on the Oklahoma City Community College campus, and this year’s Festival will take place, once again, during the Labor Day Weekend (August 30-September 1, 2014). The Oklahoma City Philharmonic Orchestra will provide free headline entertainment on Sunday evening.

LOCATION
The Arts Festival Oklahoma grounds are located on the Northwest side of the Oklahoma City Community College campus (7777 South May Avenue, Oklahoma City, OK), fronting Southwest 74th Street.

DRINKS
Concessionaires may sell only pre-approved drink options. These include: milk, coffee, proposed and approved specialty drinks (i.e., slushies, fresh squeezed lemonade), and Coca-Cola branded fountain/bottled carbonated drinks and water. NO outside/unauthorized beverages will be allowed.

- The festival will operate one drink tent in the food court that will sell bottled Coca-Cola branded products and water.
- Concessionaires may sell carbonated drinks (fountain or bottles) and bottled water in the same pre-determined sizes and containers, and at festival-regulated prices. Size/type and initial order specifics will be provided to vendors who indicate they wish to sell drinks (please indicate your preference at the bottom of Page 8) once they have been selected. Drink regulations do not apply to specialty drinks (e.g., smoothies, slushies, etc.).
- All fountain and bottled products sold by concessionaires during Arts Festival Oklahoma must be purchased directly from OCCC. This also applies to the necessary branded cups in the pre-approved sizes.
- OCCC will not order extra products or cups, so concessionaires who wish to sell bottled products must estimate, order and pay for all products needed throughout the festival as part of their initial order.

CASH REGISTERS
ALL Food Concessionaires will be required to use cash registers provided by the Festival to process all sales. The cash registers will be programmed ahead of time based on the approved menu choices of
selected concessionaires. The lease fee for each unit is $75, with a $25 credit granted to concessionaires who undergo cash register training on Friday of set-up during the pre-determined cash register training time.

**HOURS OF OPERATION:**

- **Friday, August 29***
  - 5:30 p.m. – 7:00 p.m.
- **Saturday, August 30**
  - 11:00 a.m. – 9:00 p.m.
- **Sunday, August 31**
  - 12:00 p.m. – 9:00 p.m.
- **Monday, September 1**
  - 11:00 a.m. – 4:00 p.m.

All concessionaires will be expected to be open and ready to begin business at the earliest published time on Saturday, Sunday and Monday. The closing times are a guideline. All concessions are expected to remain open for business through the completion of the headline show each evening and through 5:00 p.m. on Monday.

*Optional for vendors sponsoring/supporting the “Volunteer Appreciation Party”

**SET-UP AND INSPECTIONS:**

- Concessionaires will begin set-up according to a published move-in schedule, which will be provided at a date closer to the Festival. Arrivals will commence at 7:30 a.m. on Friday morning, August 29, 2014.
- Cash Register Pick-up/Training and Health inspections of each unit by the County Health Department will be scheduled for Friday afternoon from 3:00 – 5:00 p.m. A representative for each of the selected food concessionaires **MUST BE PRESENT** during this time.

**CONCESSION REQUIREMENTS:**

All concessionaires must provide a State of Oklahoma licensed, self-contained enclosed unit, approved for food preparation and sales that completely complies with State, City and County health rules, regulations, and codes. Each unit must be equipped with its own circuit breaker box and main breaker. Arts Festival electrical hook-ups will be individually fused with a separate circuit breaker box for each concessionaire’s unit.

**SITE PROVISIONS:**

- Food concessionaires will be grouped together in a common area at the Festival site. AFO reserves the right to select and assign the placement of each concessionaire.
- Electrical hook-ups are included as part of the fee, but will be provided for the food concession trailers only.
- Food concessionaires will be required to park all support vehicles, including Travel Trailers, RV’s, and storage trucks, in the designated parking areas. Concessionaires must provide their own electrical power source for these vehicles and/or any equipment in the vehicles requiring electrical power.
- Once units are in place, there will be no ingress/egress access to the food court area until after the conclusion of the Festival.
- Shuttle service to and from the designated parking area for the purpose of restocking units will be available.
• Chemical toilets will be provided.

**SCHEDULE OF FEES:**
The following is a schedule of fees to be paid by those concessionaires selected for this year’s Festival. Payment is due to the Office of Cultural Programs by July 1, 2014:

1. Space and Entry Fee $200.00
2. Utility, Permits and Electrician Service Fee $105.00

**VOLUNTEER PARTY:**
Arts Festival Oklahoma would not be possible without the service of hundreds of volunteers who selflessly give their time for the benefit of the Festival. In appreciation to them and the Festival artists, the Festival holds a Volunteer and Artist Appreciation event the evening before the Festival begins. For this event, Artists donate works from their inventory to be used as door prizes, and supportive food concessionaires provide **small bite-sized complimentary samples** of the menu items that will be available during the Festival for volunteers to try. Participating Festival concessionaires will receive a **$75 credit** toward their Saturday commissions. They should provide enough samples to serve approximately 300 persons **Friday evening, from 5:30 - 7:00 p.m.**

**COMMISSION:**
Arts Festival Oklahoma will receive 20 percent of each concession’s daily-adjusted gross sales (Gross sales - sales tax = adjusted gross sales). Daily gross sales will be tracked by cash registers; cash register use is required. After the sales tax is calculated and subtracted from the day’s gross sales, 20 percent of the balance will be collected. Reporting of the day’s sales will take place **each evening within an hour after the close of business.**

**LICENSING REQUIREMENTS:**
Obtaining the current State and City/County health licenses is the responsibility of each individual food concessionaire and is required for the operation of any food concession at the Festival. A City/County inspector will grant the final approval on all concessions opening for business during each of the three days. If you need information about obtaining the required health licenses, please contact Mr. Matt Brosh, of the Oklahoma City/County Department of Health, at (405) 425-4454.

**INSURANCE REQUIREMENTS:**
Each selected food concessionaire is required to provide a Certificate of Insurance with minimum liability limits in the amount of $500,000 in all of the following liability types:

1. Comprehensive Form;
2. Premises/Operations;
3. Products/Completed Operations;
4. Independent Contractor; and
5. Workers’ Compensation – Statutory Coverage (this coverage must be provided to cover anyone, **other than owners**, that will be working in a concession unit).
Insurance Certificate Specifics: OCCC should be the certificate holder, but should not be listed as the additional insured.

SALES TAX:
Arts Festival Oklahoma will comply with all Oklahoma Tax Commission regulations. All food concessionaires are responsible for the reporting and submission of sales tax to the Oklahoma Tax Commission.

MENU ITEMS AND PRICE LIST:
Arts Festival Oklahoma provides its patrons with a variety of food options. Concessionaires applying for consideration will submit a detailed, written explanation of their proposed menu plan on Section A (Page 8) or on a separate sheet. Pricing for all food choices should include tax and be in whole dollar amounts. The AFO Food Concession Selection Committee will select a variety of current, ethnic, and popular American foods with minimal duplication. The concessionaires selected must provide all items on their approved menu. Any changes, additions, or deletions in food or pricing from the proposed menu must be communicated in writing and approved prior to the Festival by the Food Concession Committee Chairperson.

EQUIPMENT REQUIREMENTS:
In Section B (Page 9) concessionaires must list all electrical equipment they intend to use and the electrical specifications for each piece, including the voltage, amperage, and plug configuration. This list should be comprehensive and include small appliances (e.g., fan, lamp, coffeepot, etc.). Proposals without detailed information on electrical needs may be dropped from consideration.

Due to limited transformer capacity, we calculate the voltage and amperage needed based on the information you provide us. ONLY EQUIPMENT SUBMITTED IN SECTION B, PAGE 9 AND APPROVED BY THE COMMITTEE WILL BE ALLOWED.

MISCELLANEOUS:
- The outlet on smokestacks required for any equipment must be at least ten feet above the pavement level.
- When smokers are in operation, precautions must be taken to prevent fire and to collect drippings from the oven.
- Concessionaires will provide their own fans and a functioning, fully charged fire extinguisher for use in their unit.
- Concessionaires will be responsible for their own signs and menus displaying items for sale.
- Arrangements have been made for the sale of ice on the premises during the hours of operation. The ice is sold and delivered by Festival staff/volunteers. Orders may be placed at the ice storage area in the Gourmet Village.
- Adequate containers are provided for wastewater. Gray water may not be emptied on the ground or pavement for any reason.
- Trash containers are provided with each concession location, as well as in the center walkway. Your cooperation is requested to maintain and keep your area clean. Arts
Festival staff will circulate about every two hours, emptying the containers and transporting trash to the dumpsters.

**FOOD CONCESSIONAIRE SELECTION:**
The concessionaires will be chosen by a special selection committee based on unique and/or ethnic menu selection, pricing, electrical requirements, unit appeal, and if available, past performance, sales, and references.

Notification of those chosen will be made by May 30, 2014, via email. Included with the notification will be a copy of the Food Concession Agreement for your completion and signature, which must be returned by July 1, 2014.

**ITEMS AND SERVICES INCLUDED WITH FEES:**
After fees and requested documentation have been received, the Festival agrees to provide concessionaires with electrical service for the approved equipment that was requested on the proposal (Section B, Page 9). The Festival will also provide the following: water hydrants within a reasonable distance of the concession area; containers for waste grease, oil, and gray water; trash collection; electrician on duty during the hours of operation; chemical toilets; covered dining area for use by patrons; parking facility for concessionaire service vehicle; advertising; and publicity.

**APPLICATION/PROPOSAL:**
Return only Sections A & B (Pages 7 - 9). The other pages will become part of the concessionaire agreement should your concession be selected. If you have any questions, please call (405) 682-7576. Proposals should be mailed or hand-delivered to: Arts Festival Food Concession Committee, Oklahoma City Community College, 7777 South May Avenue, Oklahoma City, OK 73159-4419 in the return envelope provided. For those wishing to hand-deliver their completed proposal/drinks addendum, the Office of Cultural Programs has moved to the new Visual & Performing Arts Center Theater offices. These new offices are located in VPA 161 (park in Parking Lot C at the northwest end of the parking lot. Enter the building through VPA Entry 3 (the atrium doors / where the OCCC sculpture is located). Once inside, take a left and follow the hallway along past the restrooms; VPA 161 will be the first office area on the left-hand side / room signage is on the door.

We look forward to receiving your proposal for Arts Festival Oklahoma and working with you during the show.

Please include the following documents with your proposal and return them no later than 5:00 p.m., Friday, May 2, 2014:

1. The current state license for your unit;
2. Oklahoma Sales Tax Permit Number;
3. The current insurance certificate for your unit;
4. Snapshots, or e-mailed pictures, of your tent/truck/trailer unit, noting trailer hitch location (if applicable) in relation to serving window(s) (if e-mailing pictures, send to Richard Charnay at richard.j.charnay@occc.edu).
5. A line drawing (bird’s eye view) having the **physical dimensions** of the unit, including any extension of awnings, the location of the serving side, and the hitch/tongue; and
6. A list of each piece of equipment and electrical specifications for the same.

**Checklists of items to be submitted with your proposal by 5:00 p.m., Friday, May 2, 2014:**

- ✓ The proposal sections A and B – see Pages 7 - 9;
- ✓ Current state unit license;
- ✓ Oklahoma Sales Tax Permit Number;
- ✓ Current insurance certificate;
- ✓ Pictures and description of unit or of tent/truck/trailer; and
- ✓ A list of each piece of equipment and electrical specifications for the same.
Please describe each item listed as First Choice at the top of Section A on Page 8. Descriptions should be detailed and include portion sizes and item prices. This will help the Committee members understand exactly what you intend to sell. If, for some reason, any of the First Choice items need to be eliminated by the Committee, please list below (under Second Choice Items) any other items that could be provided as substitutes. **If more space is needed you may include additional sheets.**
**SECTION A CONTINUED**

**FIRST CHOICE ITEMS FOR MENU:**
(Please include a few breakfast items, if you would like to be considered for morning sales.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Portion Size/Unit Price (in full dollar amounts; no coin change)-including tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECOND CHOICE ITEMS FOR MENU:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Portion Size/Unit Price (in full dollar amounts; no coin change)-including tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WILL FOOD BE PREPARED ON SITE? ____________________________

IF SELECTED AS A FESTIVAL CONCESSIONAIRE (please select one option below):

I AM _______ I AM NOT _______ INTERESTED IN SELLING BEVERAGES.
SECTION B

REFERENCE LIST

Other than Arts Festival Oklahoma, please list below any events where you have operated a food concession in the past two years:

1. Event ____________________________ Location ____________________________
   Contact Person ______________________ Phone No. _________________________

2. Event ____________________________ Location ____________________________
   Contact Person ______________________ Phone No. _________________________

3. Event ____________________________ Location ____________________________
   Contact Person ______________________ Phone No. _________________________

4. Event ____________________________ Location ____________________________
   Contact Person ______________________ Phone No. _________________________

ELECTRICAL EQUIPMENT TO BE USED
(If more space is needed, please use an additional sheet)

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>VOLTAGE</th>
<th>AMPS</th>
<th>PHASE</th>
<th>PLUG CONFIGURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WHAT IS THE SIZE (LENGTH X WIDTH X HEIGHT) OF YOUR TENT/TRUCK/TRAILER?

__________________________________________________________________________________

PLEASE MARK THE LOCATION(S) OF THE SERVING WINDOW(S) IN RELATION TO THE TONGUE OR HITCH ON THE GRAPHIC:

******************************************************************************

PROPOSAL DEADLINE – 5:00 P.M., FRIDAY, MAY 2, 2014
******************************************************************************