

2010 Food Court Application

Dear Food Vendor:

Derby Days 2010 will be held on June 4, 5 & 6 at Derby High School, 920 N. Rock Rd. The Derby Days Board is now accepting applications from food vendors.

Deadline for application and payment is May 1, 2010. A slot cannot be guaranteed until payment is received. Fees this year are again \$275 per space, plus \$50 for electricity. Derby Days will have ice available on site for those vendors who wish to purchase it. All fees are non-refundable.

Please direct any questions to Allison Moeding, preferably via e-mail at amoeding@sbcglobal.net. We appreciate your interest in Derby Days, and look forward to another successful event!

- Derby Days Board

REGISTRATION CHECKLIST

- Completed Food Vendor Application
- Completed electrical request form
- Copy of liability insurance
- Copy of proposed menu & price list
- Check payable to Derby Days, Inc.
 - Booth fee \$275
 - Electricity \$50
 - TOTAL \$ _____

Mail all items to:
Derby Days, Inc.
Attn: Chris Macias, Treasurer
P.O. Box 632
Derby, KS 67037

VENDOR CONTACT INFO

Name _____

Address _____

Phone _____

E-mail _____

Website _____

Trailer Length _____



Derby Days strives to create a festival that appeals to the entire community with quality events, family entertainment and support from local organizations to promote community involvement.

Electrical Service Request

Derby Days 2010
June 4, 5 & 6

CONTACT INFORMATION:

Business Name _____

Contact _____

Street Address _____

City/State/Zip _____

Phone (H) _____ (M) _____

E-mail _____

Website _____

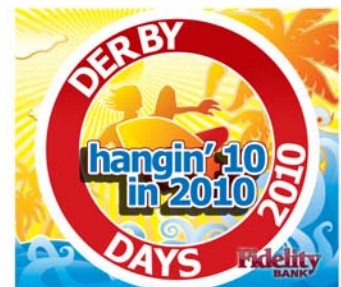
Trailer length _____

Please list all equipment to be used as part of the Derby Days Food Court.

	Equipment	Voltage	Watts	Amps	Plug Type
1.	_____				
2.	_____				
3.	_____				
4.	_____				
5.	_____				

Signature Date

Any damage to Derby Days' electrical equipment due to noncompliance with the information provided above will result in charges for the cost of repair.



Please return this form with your completed application packet.

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Food Vendor Rules

To ensure the quality of our event and provide a great atmosphere for everyone, please sign below to acknowledge the following information:

1. It is the responsibility of each vendor to keep his/her area clean. Do not allow trash, boxes or other items to build up during event times. Derby Days, Inc. will arrange to have trash cans emptied each night, but daily cleanup is required of each vendor.
2. You are required follow all Sedgwick County Health Department rules and policies regarding food handling. You are required to be licensed, and you should anticipate that an inspector will be on site during the event.
3. It is your responsibility to collect and remit sales tax to the Kansas Department of Revenue as required by law. The sales tax rate in Derby is 6.8%.
4. Security or law enforcement will be on site to handle any problems with attendees. Please notify a police officer or Derby Days staff member if you need assistance.
5. No sale or consumption of alcoholic beverages is allowed at Derby Days. Our event takes place on school district property and alcohol is not permitted. Smoking is also prohibited on the school grounds.
6. Derby Days, Inc. reserves the right to coordinate with vendors when necessary to agree on prices of items to ensure uniformity.
7. Each vendor is responsible for the management of grease, charcoal, gray water and food waste products at the booth site.
8. When closing down to leave, please ensure that your area is left in the same condition that it was when you arrived.
9. Any concerns during the event should be directed to the Derby Days Information Booth, located in the large RV to the west of the Food Court.

Signature

Date

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