

**Arts Festival Oklahoma
Labor Day Weekend
September 5 – 7, 2009**

Food Concession Proposal

Please complete this proposal in its entirety and **mail it**, so that it arrives **no later than May 15, 2009, by 5:00 p.m.**, to the following address: Arts Festival Oklahoma, 7777 South May Avenue, Oklahoma City, OK 73159-4444. For questions about proposals, prior to submission, please contact Ms. Lea Ann Hall, (405) 682-1611, x-7497, or e-mail at lhall@occc.edu.

TO: Prospective Food Concessionaires for Arts Festival Oklahoma 2009
FROM: Food Concession Committee - Arts Festival Oklahoma 2009
DATE: April 10, 2009

Arts Festival Oklahoma 2009 will be a **three-day event this year**. The festival will take place during Labor Day Weekend, **beginning on Saturday, September 5, and concluding on Monday, September 7, 2009**. Arts Festival Oklahoma 2009 marks the 31st year the festival has been held on the Oklahoma City Community College campus and many activities are being planned for this special event. While many of these activities have not been finalized, as is customary, Arts Festival Oklahoma will boast a large attendance.

ARTS FESTIVAL OKLAHOMA 2009 CHANGES

LOCATION

The Arts Festival Oklahoma 2009 grounds will be located on the Northwest side of the Oklahoma City Community College campus (7777 South May Avenue, Oklahoma City, OK), fronting Southwest 74th Street.

AMENITIES AND SUPPORT GUIDELINES

- Food Concessionaires will be grouped together in a common area at the festival site.
- Electrical hook-ups 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 these vehicles requiring electrical power.
- Once mobile units are in place, there will be no ingress/egress access to the food court area until after the conclusion of the festival.
- Chemical toilets will be provided.

SECTION 1

HOURS OF OPERATION:

| | |
|-----------------------|------------------------|
| Saturday, September 5 | 10:00 a.m. – 9:00 p.m. |
| Sunday, September 6 | 10:00 a.m. – 9:00 p.m. |
| Monday, September 7 | 10:00 a.m. – 5:00 p.m. |

The closing hours are a guideline. All concessions are expected to remain open for business through the completion of the headline show each evening.

Selected food concessionaires will begin set-up according to the published move-in schedule, commencing at 7:30 a.m. on **Friday morning**, September 4, 2009.

The volunteer pre-party will take place **Friday evening**. All concessionaires participating will serve complimentary samples of the food they will have for sale during the Festival beginning at 5:30 p.m.

Health inspections of each unit will be scheduled for Friday afternoon from 3:00 p.m. – 4:30 p.m.

All concessions must be open to begin business no later than 10 a.m. on Saturday, Sunday and Monday, and are required to remain open until closing time during each of the three days.

Festival attendee participation in the breakfast menu has increased over the years. If you are a concessionaire selected to serve a breakfast menu between the hours of 7:30 a.m. and 10:00 a.m. on Saturday, Sunday and Monday, it is critical that these hours be honored.

SECTION 2

CONCESSION REQUIREMENTS:

Only mobile units approved for food sales in Oklahoma State, City, and County will be considered for entry. All concessionaires must provide a State of Oklahoma licensed, self-contained enclosed mobile unit, approved for food preparation and sales, that completely complies with State, City and County health rules, regulations, and codes. Each mobile 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 mobile unit.

Please include the following documents with your proposal and return them no later than May 15, 2009:

- 1. The current state license for your mobile unit;**
- 2. Oklahoma Sales Tax Permit Number;**
- 3. The current insurance certificate for your mobile unit;**
- 4. Snapshots, or e-mailed pictures, of your mobile unit, noting trailer hitch location in relation to serving window(s) (if e-mailing pictures, send to Lea Ann Hall at lhall@occc.edu).**
- 5. A line drawing (birdseye view) having the physical dimensions of the unit, including any extension of awnings, the location of the serving side, and the hitch/tongue;**
- 6. A letter from your non-profit sponsor (see Page 3, Section 5); and**
- 7. A list of each piece of equipment and electrical specifications for the same.**

The Food Committee reserves the right to select and assign the placement of each concessionaire.

SECTION 3

SCHEDULE OF FEES:

The following is a schedule of fees to be provided **by the selected concessionaires:**

- | | |
|--|----------|
| 1. Space and Entry Fee | \$200.00 |
| 2. Utility and Electrician Service Fee | \$ 75.00 |

SECTION 4

COMMISSION:

Arts Festival Oklahoma will receive 20 percent of each concession's daily-adjusted gross sales (Gross sales - sales tax = adjusted gross sales). Each concessionaire is required, at the end of each business day, to total their gross sales (including sales tax) and report this amount to the business office. 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.

SECTION 5

NON-PROFIT SPONSORS:

Individuals, private businesses, and 501(c)(3) non-profit organizations are eligible to participate in the Festival. However, all private businesses and individuals must work cooperatively with a non-profit organization, which will allow a donation to flow back to that non-profit group. There are a number of non-profit groups and projects at Oklahoma City Community College that we can suggest for consideration. **However, this cooperative arrangement should be made independently between the two parties before the proposal is submitted.**

Those qualifying will be required to provide, with their proposal, **a letter from the non-profit group.** The letter must contain the following:

1. Acknowledgement of sponsorship;
2. Mutually agreed upon financial arrangement; and
3. A statement setting forth their tax-exempt status pursuant to s. 501(c)(3) of the Internal Revenue code of 1986 as amended.

SECTION 6

LICENSING REQUIREMENTS:

Obtaining the current State and City/County health licenses is be 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. Sasan Pilehvar, of the Oklahoma City/County Department of Health, at (405) 425-4359.

SECTION 7

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).

SECTION 8

OKLAHOMA TAX COMMISSION:

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.**

SECTION 9

MENU SUGGESTIONS AND PRICE LIST:

We request that you submit a **detailed**, written explanation of your plans on Section A (Page 8) or on a separate sheet. This will allow the Concession Selection Committee to select the best variety of current, ethnic, and popular American foods with minimal duplication and reasonable prices. A special effort will be made to arrive at a selection of relatively inexpensive food items to which children would be attracted. 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.

SECTION 10

EQUIPMENT REQUIREMENTS:

In Section B (page 9) list all electrical equipment you intend to use and the **electrical specifications for each piece**, including the **voltage, amperage, and plug configuration** to ensure that you receive a consistent supply of power. List even the smallest items (a 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.**

SECTION 11

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 the staff of the cold drink concessions. Requests for ice delivery may be made at any of the drink trailers/tents.

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.

SECTION 12

NOTIFICATION OF CONCESSION 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 prior to June 15, 2009. Included with the notification will be a copy of the Food Concession Agreement for your completion and signature, which **must** be returned by June 26, 2009.

NOTE: In past years, some concessionaires have been less than timely in returning the necessary documentation. Receipt of your proposal after the deadline may force the Committee to disqualify it and choose a replacement. Please help us with your cooperation in returning your materials on time.

SECTION 13

ARTS FESTIVAL PROVIDED ITEMS:

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.

PLEASE RETURN ONLY SECTIONS A AND B OF THE PROPOSAL (Pages 7-9).

The other pages will become part of the agreement should your concession be selected. If you have any questions, please call (405) 682-1611, x-7497. Please mail your proposal so that it arrives no later than May 15, 2009, addressed to: Arts Festival Food Concession Committee, Oklahoma City Community College, 7777 South May Avenue, Oklahoma City, OK 73159-4444 in the return envelope provided.

We appreciate your cooperation during the new site location preparation. We look forward to receiving your proposal for Arts Festival Oklahoma and working with you during the show.

Checklists of items to be submitted with your proposal by May 15, 2009:

The proposal sections A and B – see pages 7-9;
Current state mobile license;
Oklahoma Sales Tax Permit Number;
Current insurance certificate;
Pictures and description of trailer;
Letter from non-profit sponsor containing components as listed on Page 3, Section 5; and
A list of each piece of equipment and electrical specifications for the same.

SECTION A

ARTS FESTIVAL 2009
CONCESSION PROPOSAL

Date _____

NAME OF CONCESSION _____

OWNER OF CONCESSION _____

ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

HOME PHONE NUMBER _____

OFFICE PHONE NUMBER _____

CELL PHONE NUMBER _____

EMAIL ADDRESS _____

OKLAHOMA SALES TAX PERMIT NUMBER _____

NATIONAL ORIGIN OF MENU _____

NON-PROFIT SPONSOR _____

Please describe each item listed as First Choice on the reverse side of this page. Description 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.)

| <u>Item</u> | <u>Portion Size/Unit Price-including tax</u> |
|-------------|--|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

SECOND CHOICE ITEMS FOR MENU:

| <u>Item</u> | <u>Portion Size/Unit Price-including tax</u> |
|-------------|--|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

WILL FOOD BE PREPARED ON SITE? _____

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)

| <u>TYPE OF EQUIPMENT</u> | <u>VOLTAGE</u> | <u>AMPS</u> | <u>PHASE</u> | <u>PLUG CONFIGURATION</u> |
|--------------------------|----------------|-------------|--------------|---------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

WHAT IS THE LENGTH OF YOUR TRAILER?

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



PROPOSAL DEADLINE – MAY 15, 2009
