



OMAHA  
SUMMER  
ARTS  
FESTIVAL

PRESENTED BY: First National Bank

### 2016 TasteFest Application

June 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>, 2016

Friday, June 10<sup>th</sup> from 11am – 9pm

Saturday, June 11<sup>th</sup> from 11am – 9pm

Sunday, June 12<sup>th</sup> from 11am – 5pm

**Application due: March 18, 2016**

### CONTRACT FOR SPACE (Please Print)

Contact Person: \_\_\_\_\_ Day Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Title: \_\_\_\_\_

Restaurant/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Exact wording of restaurant/company name for use on booth signage and festival program (Please print):**

\_\_\_\_\_

### MENU ITEMS

*Indicate your complete menu below. You may not change or add menu at the Festival.  
All priced must include sales tax and may not be changed during the event.*

1. \_\_\_\_\_ Price: \_\_\_\_\_

2. \_\_\_\_\_ Price: \_\_\_\_\_

3. \_\_\_\_\_ Price: \_\_\_\_\_

4. \_\_\_\_\_ Price: \_\_\_\_\_

5. \_\_\_\_\_ Price: \_\_\_\_\_

6. \_\_\_\_\_ Price: \_\_\_\_\_

7. \_\_\_\_\_ Price: \_\_\_\_\_

8. \_\_\_\_\_ Price: \_\_\_\_\_

*Please attach an additional sheet if necessary.*

Please check this box if you wish to grill at this event.

**Read and Sign the Following:** I understand that the Omaha Summer Arts Festival, Inc. (the "Summer Arts Festival") is not responsible for any loss or damage to property owned, displayed or sold by the registrants of the Summer Arts Festival or any injury resulting to others, and agree to hold the Summer Arts Festival harmless from any such claims for damage, loss or injury arising out of my participation in the Summer Arts Festival. I agree to abide by the terms and conditions set forth on the cover pages to this registration and established from time to time by the Summer Arts Festival, and further understand that failure to do so may result in the loss of my space at the Summer Arts Festival, forfeiture of my registration fee, and liability for any actual or consequential damages.

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Date

**COMPLETE THE BOOTH SPACE AND RENTAL ORDER ON BACK**



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## Space Reservation Request

Restaurant / Company Name: \_\_\_\_\_

To apply for a space at the 2016 Omaha Summer Arts Festival TasteFest, please submit your application, along with the following on or before Friday, March 18, 2016.

\_\_\_ I am applying for a vendor space                      \_\_\_ I am applying for a food truck space

\_\_\_ I have completed and enclosed the “Contract for Space” form.

\_\_\_ I have enclosed my check # \_\_\_\_\_ for \$300 as my deposit (required).

\_\_\_ Even though it is not required at this time, I am opting to also send my \$300 damage deposit check. I know that it must be a SEPARATE check and that it will NOT be cashed unless I participate in the Festival and there is damage to my space or the immediate surroundings during the Festival.

*You will be notified no later than April 1, 2016, if you have been selected for a space at the 2016 OSAF.*

### If you are selected for a space, here are some of the next steps:

- You will receive an invoice for the remainder of your space fee payment, which will must be paid no later than May 6, 2016.
- You will be required to send A SEPARATE \$300 damage deposit check (this check will be held and not cashed unless there is damage to your space or immediate surroundings at the Festival). This check must also be received no later than May 6, 2016.
- You will receive an electrical and rental request form. This form must be completed and submitted, along with all fees for electrical service and any rental items no later than May 6, 2016.
- You will be required to personally contact the Douglas County Health Department to secure a permit.
- You will be required to submit an insurance certificate naming “Omaha Summer Arts Festival” as **Additional Insured** before you will be allowed to set-up at the Festival.

**MAKE ALL CHECKS PAYABLE TO: Omaha Summer Arts Festival, Inc.**

MAIL TO: Omaha Summer Arts Festival P.O. Box 31036 Omaha, NE 68131-0134

QUESTIONS: Call Molly Halvorson – TasteFest Coordinator

(402) 345-5401 ext. 115 [mhalvorson@vgagroup.com](mailto:mhalvorson@vgagroup.com)



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### How to Participate in TasteFest

To participate in the Summer Arts Festival (OSAF) TasteFest complete and return the enclosed registration form with a space registration fee check in the amount of \$300 made payable to the Omaha Summer Arts Festival, Inc.

Space is limited to a maximum of 16 vendors and a limited number of snack items. The Festival Committee will select participants in the following order of preference:

1. Restaurants, bakeries, delicatessens and caterers from the Omaha area.
2. Restaurants, bakeries, delicatessens and caterers from outside the Omaha area.
3. Individual concessionaires offering unique specialty items.

Menu variety and presentation are also important factors in the selection of vendors. The Festival cannot guarantee exclusivity, but will make every attempt to avoid duplication of menu items. Should your application be denied, your space fee deposit check will be returned.

### Questions?

If you need additional information about OSAF or the TasteFest, contact Molly Halvorson at 345-5401 ext. 115 or mhalvorson@vgagroup.com If you have questions about the Douglas County Health Department regulations, call them directly at (402) 444-7480. The mailing address for OSAF is P.O. Box 31036, Omaha, NE 68131-0036.

### Deadlines

The deadline to submit applications and space fee deposits is **March 18, 2016**. Because space is limited, it would be advantageous for you to return your completed registration form and deposit as early as possible. Spaces will be assigned according to the selection criteria listed above and date application is received.

**Deadline to apply - on or before March 18**

**Notification by - April 1**

**Balance of fees due - May 6**

**Electrical request form due - May 6**

**Health Department Application form due - May 6**

Both the electrical service request form and Douglas County Health Department form must be returned by May 6 with the balance of your rental fees and booth fee.

### Key Rules and Regulations

**Professionally prepared signage identifying each vendor booth, as well as signage listing approved menu items and prices, will be prepared and paid for by OSAF.**

#### *Rules and Regulations, continued ...*

- Menu prices or signs may not be altered during the festival. No additional signage will be allowed; however, limited customized decor is permissible, if it is approved, in advance of the Festival.
  - Vendors must keep the area directly in front of each booth clear of merchandise. Up to four feet of space at the rear of the booth may be used for limited storage. This will be strictly enforced to maintain the aesthetics of the event. The Festival may elect to attach panels of lattice fencing to the sides of each booth to maintain an attractive appearance.
  - Food vendors will use their assigned space only for the purpose of selling menu items described and identified in the Festival agreement.
  - All prepackaged beverages must be purchased from OSAF or its approved, on-site vendor. Participants may also sell brewed iced tea.
  - Uniform pricing of all pre-packaged beverages is required. Price lists will be available once acceptance notifications have been mailed
  - A \$300 damage deposit is required for each space. This check, payable to the Omaha Summer Arts Festival, is due no later than May 6, 2016, and will be held until after the Festival and not deposited unless there is a clean-up or property damage claim.
  - **All TasteFest participants are required to provide current proof of insurance naming the Omaha Summer Arts Festival as an additional insured.** Please note that vendor insurance must be for a minimum of \$1,000,000 per occurrence/\$2,000,000 general aggregate.
  - Participants must purchase a Douglas County Health Permit, and meet all health department regulations. A copy of the Douglas County Temporary Food Service Requirements is included with this form.
- If you are chosen to participate in this year's TasteFest:**
- All vendors must maintain the highest degree of cleanliness and professionalism in their booth, and by employees at all times. Participants are expected to keep the area around and behind booths clear of all supplies and debris at all times.
  - All vendors must present a professional appearance or abide by all rules and regulations; failure to do this may result in not being invited back to the show in future years. In addition, if you are asked to correct a problem during the current festival and do not do so within three hours of notification, you may be asked to leave the show and will forfeit all fees paid.
  - On-site electrical service is available for an additional fee. If you wish to request on-site service, an electrical request form must be submitted no later than May 6. If no form is received, you will not have electrical service. **Only the items listed on your electricity request form may be plugged in, and you must use only the outlets you pay for.** All participants are required to use the OSAF electrician. No generators are allowed on the festival grounds. Participants must provide their own lighting if desired.