



## **ST. FRANCIS FALL FOR GREENVILLE**

### **Food Vendor Application Details**

#### **Vendor Hours**

Food vendors are contracted for and must be open and staffed for service the full duration of the 3-day St. Francis Fall for Greenville event. There are no exceptions to this rule. Festival hours are as follows

Friday, October 8	5:00 pm to 11:00 pm
Saturday, October 9	11:00 am to 9:00 pm
Sunday, October 10	12:00 pm to 7:00 pm

#### **Rain Date/Refund**

There is no rain date for St. Francis Fall for Greenville, and there are no refunds due to inclement weather.

#### **Withdrawal**

Vendors must notify the St. Francis Fall for Greenville office by postal mail (511 Rhett Street, Suite 1-A, Greenville, SC 29601) or fax (864-467-2794) by August 27, 2010 that it is unable to participate in the event. Fall for Greenville will acknowledge receipt of the withdrawal notice. Vendors will be reimbursed 75% of the standard entry fee only. Cancellations received after August 27, 2010 will not be entitled to any refund.

#### **Spaces**

Fall for Greenville reserves the right to assign or reassign any or all booth locations. No guarantee of a specific booth or space is given or implied by Fall for Greenville.

Food vendors may not share, assign, sublet, donate or trade any portion of their assigned space at the festival. The standard fee includes set-up and break-down of tent, tables, access to electric power source, use of an on-site refrigerated truck (if available), trash can and trash pick-up. Please note that St. Francis Fall for Greenville does not provide chairs, extension cords, power strips, lighting, etc.

Please limit additional space request to one per type. For example, you may request one additional 15'x15' tent or one 10'x20' Café Space. Due to space limitations, only a limited number of café areas will be available. The café area will be located next to your regular tent. Food vendors are responsible for providing their own tables, chairs, decorations, set-up and clean-up, etc. for their café area. Vendors having more than one space or tent can sell food items out of one space or tent only - the other space or tent is to be used for cooking or preparation but not selling.

Vendors may not walk into common/ pedestrian areas of the festival site and sell food.

## **Returning Vendor Refunds**

If you have participated as a food vendor in the past, you are eligible for a refund of the standard entry fee based upon several criteria including your participation in previous Fall for Greenville events. The application and entry fee must have been received by the deadline of Friday, July 23, 2010. The vendor must remain open and staffed for all hours of the three-day event. To be eligible for the entry fee refund, a restaurant representative(s) must attend the orientation meeting on September 28, 2010. Upon meeting the criteria, refunds will be based upon the following participation structure:

Food vendors participating in 2007, 2008, 2009	\$300 refund
Food vendors participating in 2008, 2009	\$200 refund
Food vendors participating in 2009	\$100 refund

All 2010 St. Francis Fall for Greenville restaurants are required to provide a representative for a restaurant meeting on **Tuesday, September 28 at 2:00 pm** in the first floor conference room of City Hall, 206 South Main Street, Greenville. Restaurants not attending the orientation meeting will not be eligible for the entry fee refund.

## **Tickets**

All food and beverages will be sold by tickets. Tickets will be sold at the festival ticket booths. Price per ticket is \$0.625 each and sold in sheets of eight (8) tickets for \$5. No single tickets will be sold. Please note: No cash transactions will be allowed. Violators will be asked to leave the festival, with no refund of fees (entry, space, power). **Food vendors will retain 72% of ticket sales, with 28% returning to the event.**

## **Menu and Vendor Selection**

We require that all participating food vendors to have a professional presentation. The look of your booth and your unique menu is very important to the event committee and is a major factor in the selection process. **Additionally, the committee will review the perceived value of your menu items.**

**The intent of Fall for Greenville is to provide patrons a “taste of Greenville”. In creating their menus, vendors are encouraged to limit portion sizes accordingly.**

St. Francis Fall for Greenville Selection Committee will review all menus to limit duplication among participating restaurants. Only three restaurants will be allowed to serve the same menu food items (does not include beverage drinks). A maximum of six menu items (including drinks) are allowed per vendor. Food items can only be listed once (i.e., pizza ; not pepperoni pizza and cheese pizza).

**Two menu items may be sold at 6 tickets by full-service restaurants only.** All remaining food or beverage items sold by full-service restaurants must be sold at 5 or less tickets. Specialty or concession vendors may not sell any item for 6 tickets but can sell items up to 5 tickets.

Vendors may not combine individual menu items into ‘combo plates’ and charge more than the 6 tickets (full service restaurants) or 5 tickets (specialty/concession) limit.

Food vendors may only sell approved menu items. **Products and prices may not change before or during the event.**

### **Beverage Policy**

Food vendors and their staff are prohibited from consuming or selling alcoholic beverages. With the participation of water and soft drink sponsors, you will not be allowed to sell sodas, water, sport drinks, fruit juices, canned and bottled beverages or other "brand name/commercial" beverages.

Beverages sold must be an item on the regular menu of the restaurant and produced at the restaurant, such as homemade iced tea, coffee, homemade lemonade, milk shakes or similar beverages. Only the items submitted on the application may be sold. **All beverages must be priced at 4 tickets or less.**

### **Paper Products**

Food vendors must supply their own plates, bowls, cups (clear plastic preferred for cold drinks, and insulated hot drink cups for hot beverages), napkins, and utensils required for serving food to customers. Fall for Greenville has adopted a new "green" policy for the event. We encourage all vendors to utilize biodegradable products where possible.

### **Insurance**

Vendors must supply St. Francis Fall for Greenville with a certificate of general liability insurance listing St. Francis Fall for Greenville and the City of Greenville as an additional insured for the dates of the event. Any vendor not supplying this document will be excluded from the event. Coverage must be at least \$1,000,000 general aggregate and \$500,000 each occurrence.

### **Questions**

Please contact Jennifer Lytle at 864-467-2728; fax 864-467-2794, or email [jlytle@greenvillesc.gov](mailto:jlytle@greenvillesc.gov).

**Make checks payable to:** **St. Francis Fall for Greenville**

**Mail application and entry fee to:** **Fall for Greenville  
511 Rhett Street, Suite 1-A  
Greenville, SC 29601**

Visit our website at [www.fallforgreenville.net](http://www.fallforgreenville.net)