



2023 Food Vendor Agreement

This agreement is by and between **Food Truck Vendor** and **Jefferson County Parks and Recreation (JCPRC)** at **The AMP at Sam Michaels Park**

2023 Food Vendor Guidelines

Application Deadline, Acceptance Notification, and How to Apply

- Applications are due by April 15, 2023.
- You will be notified by May 1, 2023 if you have been selected.
- Once selected, you will receive participation information that must be signed and returned no later than May 15, 2023.
- An invoice will be sent to you for \$25.00 per participating event.
- There will be no refunds issued once accepted to the event, with the exception of cancellation by JCPRC. If the Levitt Series Date is canceled by The Levitt Foundation or Jefferson County Parks and Recreation, refunds will be granted to the vendor for the cost of the participating week.

Event and Logistical Information

Levitt AMP Shenandoah Junction will welcome up to four food vendors at each concert event. The season consists of 10 admission free concerts on Thursday evenings in summer 2023. Entertainment will consist of live, professional musical performances on the Levitt AMP stage. Estimated attendance is 500 attendees per concert event.

- Weekly concert events run from 6:00pm-9:00pm.
- Vendor arrival and setup must be completed by 5:30pm.
- Vendors must be completely set up and ready for business by 6:00 pm and will not begin tear down until 8:30 pm. Vehicles not necessary for food preparation may be on the AMP field during shows or when the audience is on the field.
- Vendors must be prepared for periodic Jefferson County Health Department inspections.
- Food Trucks must be inside the gates in designated food vendor area, as directed by Jefferson County Parks and Recreation.

Additional concerts and events will also take place at the venue including Movie in the Park, Children's Music Series, and/or ticketed and free concerts. Food vendors will be necessary and appreciated at these events as well.

Vendor Placement All vendors will be inside the gate of the Festival Field, to the right of the AMP stage.

Beverage Policy Alcohol Sales are prohibited.

2023 Vendor Selection Process

Jefferson County Parks and Recreation will select Levitt AMP Shenandoah Junction food vendors based on the following criteria:

- Uniqueness and quality of product
- Reasonable pricing
- Quality of previous experience with vendor

Sanitization Procedures

- Vendors must practice food safety protocols established by the Jefferson County Health Department.
- Vendors must make hand sanitizer available to patrons.
- Vendors must park in designated area and be prepared to carry out all trash.

Quality of Presentation/Equipment, Fire & Cleaning Regulations

- All vendors must have a professional presentation and will be responsible for supplying their own truck, canopy, equipment, garbage receptacle, and generator.
ELECTRICITY IS NOT SUPPLIED.
- Signage and banners need to be clean and professional.
- All vendors cooking on site, must have fire extinguisher on hand.
- All vendors must dispose of their trash properly. Garbage receptacles will be provided for patrons. You must haul trash out with you.

Insurance and License Requirements

Vendors must have liability insurance for this event. At the time of application, you must submit a copy of your General Liability Insurance Policy listing Jefferson County Parks and Recreation Commission as additionally insured. No one will be allowed to vend without this proof of liability. All food vendors must have valid and up-to-date Mobile Food Vendor License with the Jefferson County Health Department, and must provide a copy to JCPRC before the event.

Fees Summary and Food Voucher Expectations

- One deposit in the amount of \$25 per week you agree to attend.
- A minimum 10% (or more, at the discretion of the food vendor) of sales made by food vendors attending events at The AMP at Sam Michaels Park will be made payable to Jefferson County Parks and Recreation Commission.
- Food vendor should issue deposit payments no later than May 15, 2023.



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This agreement is by and between **Food Truck Vendor** and **Jefferson County Parks and Recreation at The AMP at Sam Michaels Park**

Food Vendor Name: _____

Company Name: _____

Mailing Address:

Phone: _____ Email: _____

Type/Description of Food Offered: _____

Please check all event dates for which you have interest in attending.*

Levitt AMP Shenandoah Junction Concerts

Additional Events

- June 1 June 8 June 15
- June 22 June 29 July 6
- July 13 July 20 July 27
- August 3

- Reagan Years July 29
- Military Concert June 16
- Pending Event July 1
- Children's Concerts July 14 July 21

*Additional events may be added

I understand not all dates may be available to my business, due to limited space availability and a need for variety. I will be contacted by JCPRC for confirmation of dates available to my business.

Insurance information and deposit payment for the total number of concerts your business is selected to attend is due no later than 1 week before the first event.

Signature: _____ Date: _____