



2024 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, 2024.
- You will be notified by May 1, 2024 if you have been selected.
- Once selected, you will receive participation information that must be signed and returned no later than May 15, 2024.
- An invoice will be sent to you for participating events.
- There will be no refunds issued once accepted to the event, with the exception of cancellation by JCPRC. If the concert date is canceled by Jefferson County Parks and Recreation, refunds will be granted to the vendor for the cost of the participating week.

Event and Logistical Information

The **Family Entertainment Series** will welcome young families to six weeks of entertainment at the AMP stage. Entertainment will consist of musicians, puppet shows, magicians, and more. Attendance is estimated at 100-300 people per weekly show. ONE vendor per week.

- Weekly entertainment show will run from 6:00-8:00pm
- Vendor arrival and set-up must be completed by 6:00pm
- 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 not be on the AMP field during shows or when the audience is on the field.
- Vendor 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.
- Cost for entry is \$10/week

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

- 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 not 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.
- Cost for entry is \$25/week plus 10% of net profit donated back to JCPRC for 2025 Levitt Series

Jefferson County Fireworks – June 29, 2024

7-10 vendors welcome. Approximately 7000 participants.

- One-day event. Gates will open at 6:00 pm to the public.
- Vendor arrival and set-up 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 9:00 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 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.
- Cost for entry is \$100 PLUS 10% of net profit donated back to JCPRC to benefit the 2025 fireworks.

Additional concerts and events will also take place at the venue including Movie in the Park 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. Placement will vary, depending on the concert and construction timeline, however most concerts will have vendors to the right of the stage and Fireworks will be along the gravel road across the top of the field.

Beverage Policy Alcohol Sales are prohibited.

2024 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.
WATER AND 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 for the total number of weeks assigned.
- 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 two weeks before the assigned event.



2024 Food Vendor Agreement

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 \$25 deposit per week
(including genre of music to be performed)

- May 30 – Punk Orchestra Review
- June 6 – Afro-Latin
- June 13 – Rock/R&B/Soul
- June 20 – Country – WV Artist
- June 27 – Brass Band
- July 11 – Southern Rock
- July 18 – Pop
- July 25 – Bayou Americana
- August 1 – Folk Pop
- Aug 8 – Soul

Family Entertainment Series \$10 deposit per week

- June 25 – Tony M Music
- July 2 – Wonderment Puppet Theater
- July 9 – Crickett Magic & Juggling
- July 16 – Rainbow Rock Band
- July 23 – Bridgette Ellsworth & Jordan Siwek
- July 30 – Claysmile Family Dance Fitness Party

Jefferson County Fireworks \$100 deposit plus 10% of net profits donated back to JCPRC for fireworks 2025

- June 29, 2024 – featuring Kelly Bell Band with fireworks following concert

*Additional events may be added, including Movie events on Friday evenings in June and July

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.

I understand JCPRC will abide by all rules and licensing requirements by the Jefferson County Health Department. If vendor does not meet requirements, they will pull vendor from event.

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: _____