



2017 RESTAURANT APPLICATION

Please return this form to: Capital Food and Wine Festival

Saint Martin's Alumni Association
PO Box 5499
Lacey, WA 98509

Please email becca.hey@stewart.com with any questions regarding this application, or the festival in general.

General overview of what is included with your standard booth fee of \$325

- One (1) 10'x8' booth, curtained on the back with 2 hooks to hang a sign
- One (1) 6' covered table
- Two (2) standard 110V outlets
- Complimentary water
- Advertising on www.CapitalFoodandWineFestival.com
- Additional tables and electrical outlets may be purchased using the form located at the back of this registration agreement.

Schedule:

- 1/5 Registration opens
- 2/21 Deadline to turn in Registration Agreement
- 3/9 Deadline to turn in completed forms to Thurston County Public Health while avoiding late fees.
- 3/11 Deadline to turn in staff list
- 3/25 2017 Capital Food and Wine Festival

Business Contact Information: (as will be displayed in promotional materials we may generate)

Business Name: _____

Business Address: _____

City, State, ZIP: _____

Business Phone: _____

Website: _____

Contact Information: (person in charge of arrangement for your festival participation)

Name: _____

Position: _____

Email: _____

Daytime Phone: _____

Alternate Phone: _____



SAINT MARTIN'S
ALUMNI ASSOCIATION



2017 RESTAURANT APPLICATION

Booth Preference: Reference the maps located on page 4 of this application, and list your top three choices for booth location. Restaurant vendors are generally located in the Marcus Pavilion and dessert vendors are generally located in the Worthington Center.

Option 1: _____ Option 2: _____ Option 3: _____

Planned Menu: Please detail your restaurant menu, portion size, and costs. If you need more room please use another page. Vendors are encouraged to sell tastes, in addition to full servings. If you have any questions about this, please feel free to contact the Restaurant Chair @ becca.hey1@stewart.com.

When pricing items, please keep in mind that scrip is issued in \$0.50 increments. As a Vendor, you may take any form of payment you see fit. Scrip will be collected every 30 minutes to 2 hours depending on foot traffic, and will be only collected by select Festival staff who are identified ahead of time. Payment for scrip will occur within 30 days of the Festival.

| Item | Portion | Price |
|------|---------|-------|
| | | |
| | | |
| | | |
| | | |

Vendor Selection Process: The selection process for the Capital Food and Wine Festival gives preference to Vendors who have participated previously, turn their application in by the deadline, and are in good standing with the Festival. To ensure the best possible selection and satisfaction of Festival guests, the Vendor Committee will limit the number of food vendors selling the same menu items at their sole discretion. In the event that several restaurants wish to sell the same or similar menu items, those vendors will be informed of a needed menu change well in advance of the Festival. The Capital Food and Wine Festival reserves the right to include or deny any vendors at its sole discretion.

Festival Schedule

Friday, March 24th

- 10:00 am – 6:00 pm setup, parking placard pickup

Saturday, March 25th

- 9:00 am – 11:30 am setup, volunteer check-in
- 9:00 am – 9:00 pm Festival
- 9:00 pm – 1:00 am tear down

Sunday, March 26th

- 9:00 am – 11:00 am tear down (ALL equipment, including equipment from outside vendors, must be out of the facility by Sunday morning)

Restaurant Judging: Each year, member of the South Sound and Saint Martin's communities join together to select the best Food Vendors at the Festival. Judging will take place between 12:00 and 1:30.



2017 RESTAURANT APPLICATION

Guidelines for Participation

- All vendor must read, and sign where appropriate, this entire application, including the attached Hold Harmless Agreement and minimum insurance cover of \$1,000,000.00.
- By participating in the Capital Food and Wine Festival, you acknowledge that you and your staff must adhere to all written and verbal instructions provided by the Festival staff regarding all aspects of the Festival.
- Each participating Food Vendor agrees to abide by guidelines provided by Festival staff, as well as applicable health codes and fire codes; each participating Food Vendor must notify the Thurston County Environmental Health Division of their participation in the Festival. Information regarding this process can be found at <http://www.co.thurston.wa.us/health/ehfood/temp.html>.
- Deep fryers are not allowed inside the Hal and Inge Marcus Pavilion or Norman Worthington Conference Center.
- Once menu selection is approved, changes may not be made without the consent of the Restaurant/Food Committee. We understand that things change, so we simply ask for you to communicate with us and we would be happy to work with you.
- Sales of items not listed in the Planned Menu section of the Food Vendor Registration Agreement will not be allowed at the Festival unless approved beforehand by the Restaurant/Food Committee.
- The Festival does not provide ice to vendors at any time during the event.
- Alcohol is not to be consumed by any member of your team during the Festival unless they are off-shift for the remainder of the day, and have gone to the Volunteer Room and changed their Vendor wrist band for a Guest wrist band; Guest wrist bands will not be changed back to Vendor wrist bands. Failure to adhere to this guideline will result in removal of the employee from the Festival, and may jeopardize future participation by the Vendor in the Festival. Vendors are responsible for any fines incurred for Liquor Control violations.
- All restaurants using a heat source will be required to have one extinguisher per 8'x10' booth.
- Thurston County Environmental Health and Lacey Fire Department will be onsite during the Festival, and will be conducting inspections.
- Vendors are responsible for any property damage in their booth from the time of checkin until the time of check-out.
- By Friday, March 25th Vendors will need to provide the names of any team members that will be at the Festival in any capacity to the Restaurant/Food Committee prior to the event; failure to provide an accurate list in advance will require that team member to wait for a Restaurant/Food Committee Chair to approve the admittance of the team member in person.
- One reserved parking spot is available per Vendor. Parking passes will be available during setup on Friday and Saturday. There can be no blocking of Fire Lanes at any point during setup, the Festival itself, or teardown.
- Any deviation from guidelines presented anywhere in this agreement must be approved in advance by the Festival Director.



SAINT MARTIN'S
ALUMNI ASSOCIATION

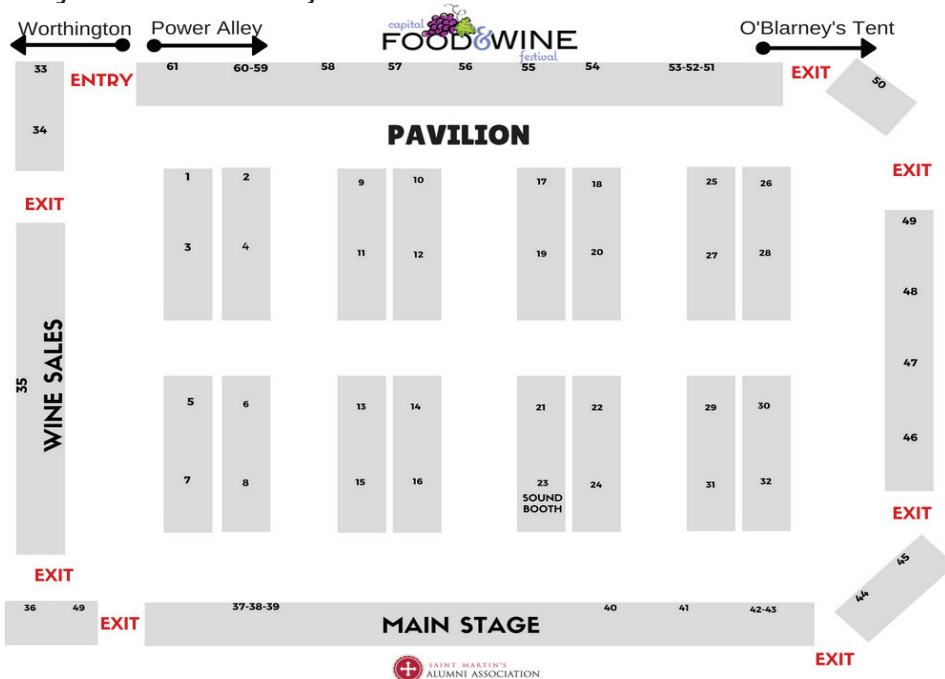


2017 RESTAURANT APPLICATION

Norman Worthington Conference Center Booth Layout



Hal and Inge Marcus Pavilion Booth Layout





SAINT MARTIN'S
ALUMNI ASSOCIATION









2017 RESTAURANT APPLICATION

Additional Electrical Order Form

Electrical Requirements:

**(2) 110v outlets are included in the booth fee (2,000 watts only).*

| Number | Outlet | Amp | Rate |
|--------|--|--------|---------------------|
| _____ |  110V | 15 amp | \$25 each, after *2 |
| _____ |  110V | 20 amp | \$40 each |
| _____ |  220V | 20 amp | \$40 each |
| _____ |  220V | 30 amp | \$60 each |
| _____ |  220V | 50 amp | \$80 each |
| _____ |  220V | OZ | \$80 each |

Additional Table Order Form

_____ 6' Tables x \$50.00 per table = _____



SAINT MARTIN'S
ALUMNI ASSOCIATION



2017 RESTAURANT APPLICATION

Agreement Regarding Insurance and Indemnity/Hold-Harmless

This Agreement Regarding Insurance and Indemnity/Hold-Harmless ("Agreement") is dated this _____ day of _____, 20__ by and between Saint Martin's University ("Saint Martin's") and the undersigned ("User"). In consideration for use of Saint Martin's land or facilities, User hereby agrees to the following terms and conditions:

In connection with the use of Saint Martin's facilities, User shall provide a Certificate of Insurance in the form attached hereto, evidencing the insurance coverage required by Saint Martin's under this Agreement. The following language shall be included as part of a required endorsement to the Certificate of Insurance: "St. Martin's Abbey and Saint Martin's University and their Officers, Directors, agents, employees and volunteers are named as Primary Non-Contributory Additional Insured to the General Liability insurance policy. The attached form of Certificate of Insurance indicates the minimum types and amounts of insurance coverage required. Please note: Saint Martin's reserves the right to ask for greater liability limits, including Liquor Liability Limits where alcohol is consumed or served, based on levels of risk. The insurance limits of liability required for the insurance certificate are minimum required limits only and do not relieve User of its financial obligations and does not limit the liability requirements under this Agreement.

User further agrees to defend, indemnify, and hold harmless St. Martin's Abbey and Saint Martin's University and their Officers, Directors, agents, employees and volunteers from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused in whole or in part by User, its employees, agents, contractors, invitees, guests, or others within the control of User while using the facilities, walkways, parking, grounds or event space. Such obligation to indemnify on the part of User shall not extend to the sole negligence of the St. Martin's Abbey and/or Saint Martin's University or its indemnitees.

This document does not infer any rights or obligations on the parties other than what has been agreed to within this document.

Name of Company, Group, or Individual: _____

Signature: _____ Date: _____
(President, Vice-President or General Manager)

Title: _____

Signature: _____ Date: _____
(St Martin's Authorized Representative)

Title: _____



Agreement Regarding Insurance and Indemnity/Hold-Harmless

This Agreement Regarding Insurance and Indemnity/Hold-Harmless ("Agreement") is dated this _____ day of _____, 20__ by and between Saint Martin's University ("Saint Martin's") and the undersigned ("User"). In consideration for use of Saint Martin's land or facilities, User hereby agrees to the following terms and conditions:

In connection with the use of Saint Martin's facilities, User shall provide a Certificate of Insurance in the form attached hereto, evidencing the insurance coverage required by Saint Martin's under this Agreement. The following language shall be included as part of a required endorsement to the Certificate of Insurance: "**St. Martin's Abbey and Saint Martin's University** and their Officers, Directors, agents, employees and volunteers are named as Primary Non-Contributory Additional Insured to the General Liability insurance policy." The attached form of Certificate of Insurance indicates the minimum types and amounts of insurance coverage required. **Please note:** Saint Martin's reserves the right to ask for greater liability limits, including Liquor Liability Limits where alcohol is consumed or served, based on levels of risk. The insurance limits of liability required for the insurance certificate are minimum required limits only and do not relieve User of its financial obligations and does not limit the User's liability requirements under this Agreement.

User further agrees to defend, indemnify, and hold harmless St. Martin's Abbey and Saint Martin's University and their Officers, Directors, agents, employees and volunteers from and against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused in whole or in part by User, its employees, agents, contractors, invitees, guests, or others within the control of User while using the facilities, walkways, parking, grounds or event space. Such obligation to indemnify on the part of User shall not extend to the sole negligence of the St. Martin's Abbey and/or Saint Martin's University or its indemnitees.

This document does not infer any rights or obligations on the parties other than what has been agreed to within this document.

Name of Company, Group, or Individual: _____

Signature: _____
(President, Vice-President or General Manager)

Date: _____

Title: _____

Signature: _____
(St. Martin's Authorized Representative)

Date: _____

Title: . _____