



## ***Mayfest...Tulsa's Downtown Celebration of the Visual and Performing Arts***

**TO:** Potential FOOD VENDORS for Mayfest's 46<sup>th</sup> Anniversary, May 17-20, 2018

**FROM:** Duane Whitsett, Food Chairman

**DATE:** November 20, 2017

**DEADLINE: Friday, January 19, 2018**

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Mayfest 2018 is fast approaching! Once again we are looking for the best culinary delights and the finest in festival cuisine to offer to the 300,000 people who visit during our 46<sup>th</sup> year of Mayfest!

Mayfest will be held **May 17-20, 2018** and will continue its tradition of providing the best in visual and performing arts. Food plays a key role in giving the visitors a successful festival experience and we hope that you will be interested in participating.

In an effort to be as environmentally responsible as possible, we ask that you try to refrain from using Styrofoam, use recycled products when possible and recycle any applicable plastic or aluminum.

Please review the attached Mayfest materials:

- ✓ Food Vendor Application Form\*
  - Electrical Requirements. Be specific!
  - Photograph and dimensions of trailer or service facility, if applicable.
  - Indicate if you require space outside of 10' x 20' (i.e. propane tanks, smoker, etc.).
- ✓ Mayfest Proposed Menu\*
- ✓ **Electrical Policy Form\***
- ✓ Summary of Concession Contract
- ✓ Cash Handling Procedures
- ✓ Food Vendor Timeline

\*Return these documents to the Mayfest Office **no later than Friday, January 19, 2018**.

The selection committee will review your application using the following criteria:

- ◆ Quality of foods, variety of menu, and pricing
- ◆ Food service experience with large crowds
- ◆ Needs of food preparation and size of facility requirements
- ◆ Past compliance with county and state health regulations
- ◆ Previous Mayfest experience and success of operation
- ◆ Previous experience at other major festivals (references requested)

We will be sending acceptance letters out in the first full week of March. Accepted food vendors will be required to send in their Mayfest food vendor fee, insurance verification, contract, Hold Harmless, logo and the address of your website if available by March 23<sup>rd</sup>. All requests to use a golf cart on site must be received by March 23<sup>rd</sup> as well. Vendors must be set up, inspected, and licensed by May 17, 2018. Concessionaire is responsible for cleanup of their tent or trailer area during and at the conclusion of the Festival. **Concessionaire will not receive commission payment on final day until Food Vendor space has been cleaned and inspected by Mayfest.**

We look forward to reviewing your application and answering any questions you might have. You can contact me at (918) 590-8656 or call the Mayfest Office at (918) 582-6435.



**Tulsa International Mayfest**  
 May 17-20, 2018  
 Tulsa's Downtown Celebration of the  
 Visual and Performing Arts

**FOOD VENDOR APPLICATION - DUE January 19, 2018**

*Please type or print legibly*

Business Name: \_\_\_\_\_

Concession Name (for public use): \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_

(C) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: \_\_\_\_\_ Web site: \_\_\_\_\_

**Electrical Requirements (be specific!): IMPORTANT: If you do not provide accurate electrical requirements, Mayfest is not responsible for your booth missing opening lunch.**

Standard service included in your booth fees are 110/220v single-phase 60-amp total power. Please review, sign and return the Electrical Requirements Policy attached.

**Site Requirements:**

( ) Trailer/Tent/Cart (indicate dimensions)

\_\_\_\_\_ (enclose a photograph)

Are you capable of operating out of opposite sides: ( ) Yes ( ) No

REFERENCES (Required for **new** vendors):

Please return by **January 19, 2018** to:  
**Tulsa International Mayfest**  
**Food Chairman**  
**616 S Boston Ave #314**  
**Tulsa, OK 74119**  
**NOTE NEW ADDRESS ABOVE**

FOR OFFICE USE ONLY	
Location:	_____
_____	Insurance Certificate
_____	Signed Contract
_____	Fee



## ELECTRICAL SERVICE POLICY 2017

Mayfest provides single-phase 60-amp power to food vendors. The food vendor is required to provide a 4-wire cord to utilize that power. Food vendors wishing to use more than 60 amps (up to a maximum of 100 amps) will need to provide a 4-wire cord larger than a 6 gauge.

Standard service included in your booth fees are 110/220v single-phase 60-amp total power. If you require more than that at an electrical panel that is not currently equipped to do so, you will be charged an additional fee of \$150 at your first coupon redemption which will be deducted from your first check.

Any additional services required must be performed by our contracted electricians and you may not engage the services of an alternate electrical vendor. Only our electricians may work with our electrical panels and service. As of October 2017, hourly service rates are \$80 during business hours and \$120 after standard operating hours.

Food vendors operating out of tents must provide protection from the elements for all Mayfest electrical equipment supplied.

Your signature below indicates you understand the above policy and accept that charges from our on-site electricians for any additional services will be assessed at your first coupon redemption. Service rates subject to change.

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Vendor Signature

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Date



## Tulsa International Mayfest

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### CASH HANDLING PROCEDURES for FOOD CONCESSIONS

To allow for better cash controls and increased security, Mayfest continues to require food vendors to accept coupons for their products. The procedures for handling coupons are as follows:

- Concessionaires will have the responsibility for controlling their coupons at their booth and are **REQUIRED** to use the Mayfest provided lock boxes.
- Coupons will be issued in **\$1.00** increments.

Friday, Saturday and Sunday at a designated Coupon Redemption Center, the following procedures will be performed:

- Concessionaires will bring the lock box to the redemption center.
- Coupons will be weighed and/or counted by a committee member in the presence of the vendor.
- Wet or damp coupons will be rejected.
- When the daily totals are confirmed with the vendor, an approved representative will render a check as payment of the vendor's receipts, minus the Festival percentages outlined in the contract.

**It is the policy of Tulsa International Mayfest that any vendor observed accepting cash in place of coupons will, upon the first violation, be closed down for the remainder of the Festival.**



**Tulsa International Mayfest  
PROPOSED MENU**

*Please list your proposed menu items. Mayfest reserves the right to select only specific items for the Festival. Submitted prices cannot be changed when you get to the Festival without the approval of the Food Chairman.*

MENU ITEM	DESCRIPTION	(1 coupon = \$1.00) # of COUPONS

**TULSA INTERNATIONAL MAYFEST**  
**Summary of Concession Contract**

1. Mayfest agrees to provide 110/220, 60-amp total power, water service, dumpsters and grease disposal service. If additional electrical requirements are needed, the vendor will be serviced and billed directly by the Festival electrician.
2. Concessionaire agrees to pay booth fee of **\$700** for a 10'x20' location.\* In addition to the booth fee, concessionaire agrees to pay to Mayfest the current local sales tax on gross sales, and 25% commission on all sales (net, after taxes). Sales tax must be included in coupon pricing. Concessionaire will be responsible for any damages to sewer drains (for poor usage), or to paved surfaces around area. Damages will be assessed at completion of Festival and will be compensated at time of final checkout.
3. Concessionaire must comply with Tulsa City/County Health Dept. requirements for temporary food service operation. For specific information, contact Ashley Davis at 918-595-4361 and or [adavis@tulsa-health.org](mailto:adavis@tulsa-health.org) or visit <http://www.tulsa-health.org/food-safety/food-service-industry/temporary-and-seasonal-food-events>.
4. Mayfest will utilize the coupon system for all food and beverages. Prices should be set in **\$1.00** increments (i.e., \$1.00, \$2.00, \$3.00, etc.) **NEITHER CASH NOR CREDIT CARDS MAY NOT BE ACCEPTED IN THE BOOTHS.**
5. Mayfest reserves the right to enforce the approved menu and prices. Tulsa Mayfest is very sensitive to patrons' stated desire for increased variety in food service offerings and may from time to time request new menu items, and vendor will use its best efforts to accommodate such requests and shall not unreasonably deny such requests.
6. Vendors may operate out of their own trailer or a 10' x 20' tent. Vendors should enclose a photograph of their set-up. Because of space limitations, please indicate on your application if you could operate from a tent or trailer.
6. Concessionaire and trailer/tent must be on site on Wednesday morning, May 16<sup>th</sup> by 2:00pm for electrical hook-up. Those not ready by 6 p.m. will either pay for electrical call back or receive service beginning at 8 a.m. Thursday.
7. Do not unhook from your trailer and leave the site. Supply trucks cannot be parked next to your trailers. They must only be parked in specified parking areas.
8. Vendors are encouraged to use products that are environmentally safe. Please research all the sources available for biodegradable packaging.
9. Vendors must furnish a liability insurance certificate in the minimum amount of \$1,000,000 and name Tulsa International Mayfest, Inc. as additional insured.
10. Concessionaire may sell bottled water, carbonated, and non-carbonated beverages. Concessionaire may not sell alcoholic beverages.
11. Concessionaire will be knowledgeable of the event and facilities adjacent to vendor space. We request that all employees are identifiable, by clothing or badges, as an event vendor.

12. Concessionaire agrees to sign a hold-harmless agreement with the Festival.
13. Concessionaire is responsible for making arrangements for ice. Freedom Ice 918-439-9200 is the company used by Mayfest.
14. Concessionaire agrees to dispose of waste water and ONLY water in the provided containers.
15. Concessionaire agrees to dispose of refuse in the Festival dumpsters, not in the trash drums.
16. Tulsa Mayfest maintains a reputation of the highest standard of cleanliness on grounds. Concessionaire will also maintain its areas to meet or exceed this high standard. Serving lines shall be kept neat, clean and orderly with counters and floors frequently cleaned. Back areas should remain clean and organized and condiment stations shall be maintained regularly during the day to ensure they are stocked and clean at all times. All guest areas will be visually appealing including service and surrounding areas.
17. Concessionaire is responsible for cleanup of their tent or trailer area during and at the conclusion of the Festival. **Concessionaire will not receive commission payment on final day until Food Vendor space has been cleaned and inspected by Mayfest.**
18. No Golf Carts on the festival site without written permission from the Mayfest office. Same law applies to driving a motor vehicle. If permission is given vendor must supply proof of liability insurance of \$1,000,000, and must not drive the carts when pedestrian traffic is heavy. Please email us to request permission no later than March 23, 2018.
19. Fire Codes: The City of Tulsa Fire Marshal's office will perform inspections before Mayfest opens.
  - a. Not meeting any of the following requirements will result in your tent/trailer not being allowed to open during Mayfest and you will forfeit your booth fee.

**Responsibility of the Food Vendor: (City of Tulsa Fire codes)**

- a. Post in food tents: Fire Proofing Certificate.
- b. Post City Tent Permit for any tent over 400 sq. ft. (918-596-9601) (fax 918-699-3500) (purchased by food vendor)
- c. Post in food tents and food trailers: NO SMOKING sign.
- d. Tents using propane must secure tank 10' from the outside of the tent.
- e. Portable fire extinguisher (at least 2.5lb) in all food tents and food trailers.
- f. Food trailers using deep fat fryers must have a multi-purpose class k portable fire extinguisher.

**\* If Concessionaire's set-up requires the use of two tent spaces, the booth fee will be adjusted to \$1050.00 total.**

# Tulsa International Mayfest

## FOOD VENDOR TIMELINE

<b>January 19, 2018</b>	<b>Deadline for applications</b> (Applications must be in the Mayfest office by this date.)
<b>March 5-9, 2018</b>	Notification for acceptance sent out
<b>March 23, 2018</b>	Contract, Fee, Insurance and hold harmless due in Mayfest Office (616 S Boston Ave #314, Tulsa, OK 74103 PLEASE NOTE NEW ADDRESS, comments@tulsamayfest.org, fax: 918.216.9568) <b>Request for permission to use your golf cart due.</b>
<b>May 16, 2018</b>	Vendor set up begins at 7:00am and must be set up by 2:00pm
<b>May 17-20, 2018</b>	<b>MAYFEST 2018 – 46<sup>th</sup> Anniversary!!!</b>

## FESTIVAL OPERATING HOURS

Thursday, May 17	11:00 am - 11:00 pm
Friday, May 18	11:00 am - 11:00 pm
Saturday, May 19	11:00 am - 11:00 pm
Sunday, May 20	11:00 am - 6.00 pm

\* The Health Department will begin licensing and final approval at 9:30am Thursday, May 17th. Be ready at that time. They might not get to your booth until 10:00am or after, but be ready by 9:30am. This will ensure your booth being fully operational at Festival opening.