



The Missoula Downtown Association presents the
27th Annual Out to Lunch in Caras Park
12th Annual Downtown ToNight in Caras Park
2012 Food Vendor Application & Contract

Food Vendor: _____
 Contact Name: _____
 Address: _____
 City, State, Zip Code: _____
 Phone Number: _____
 Email Address: _____
 Additional Contact: _____
 Food & Beverage Items to be Sold*: _____

** No new items may be added following selection of vendors.*

Please Mark Those That Apply

Check which events you are applying for: OTL ___ DTTN ___
 Vending Operation Dimensions _____ Trailer? Yes _____ No _____

Due to space & electrical limitations, smaller trailers are preferred.

Cook over an Open Fire? Yes _____ No _____
 Cook with Propane? Yes _____ No _____
 Need Electricity? ** Yes _____ No _____
 How Many Electric Appliances? (Please list each and their electricity usage) _____

****No Electric Cash Registers Allowed.**

Pre-season Vendor Entry Fees PER EVENT (check all that apply)

MDA Member (\$150.00) \$ _____ \$ _____
 Not an MDA Member (\$200.00)..... \$ _____ \$ _____
 Appliances (\$35 per **appliance**, not plug)..... \$ _____ \$ _____
 Number of Outlets 220v ___ 110v ___
 Tables to rent for the season (\$65 per table)..... \$ _____ \$ _____
 Chairs to rent for the season (\$15 per chair)..... \$ _____ \$ _____

Total Upfront Fees (enclose check)OTL\$ _____ DTTN\$ _____

Your signature indicates that you have read and understand this Application & Contract, Rules & Regulations, Vendor Selection Guidelines and the Sanitation Guidelines provided by the MCCHD. Your signature indicates that you agree to abide by the rules.

Signature of Applicant: _____

Please see the attached pages for required documentation description, rules and regulations.

Deadline: March 16, 2012

2012 Dates

Every Wednesday & Thursday
 in June, July & August

Vendors are REQUIRED to staff every event date this summer:

- | OTL
11am-2pm | DTTN
5:30-8:30pm |
|------------------------|----------------------------|
| • June 6 | • June 7 |
| • June 13 | • June 14 |
| • June 20 | • June 21 |
| • June 27 | • June 28 |
| • July 4 | • July 5 |
| • July 11 | • July 12 |
| • July 18 | • July 19 |
| • July 25 | • July 26 |
| • August 1 | • August 2 |
| • August 8 | • August 9 |
| • August 15 | • August 16 |
| • August 22 | • August 23 |
| • August 29 | • August 30 |

Food vendors are expected to commence with food service at event start and must discontinue service event end. Vending fees shall be paid each week, and are due by 5 pm each Monday.

Please submit application and payment to:

Missoula Downtown Association
 218 E. Main St, Ste C
 Missoula, MT 59802
 Phone: 543-4238
 Fax: 543-9831



Documentation

Out to Lunch and/or Downtown ToNight vendors are required to submit the following documentation:

- 1.) Photocopy of your City Business License or Non-Profit Exemption.
- 2.) Photocopy of your Temporary Food Service License.
- 3.) Photo of vending operation, including menu board and signage.
- 4.) List of specific sustainable food items & materials or steps that will be taken to be more sustainable.
- 5.) A check, payable to the MDA, for your upfront fees.
- 6.) MDA Members taking the \$50 discount must have their dues paid in full by May 1, 2012.

Rules & Regulations

The Missoula Downtown Association (MDA) plans and produces nearly 35 community events that utilize food and beverage vendors. Food service and sales are an extremely important factor in the success of these events. Please review the following to ensure a rewarding experience for all parties.

- Applications are due by **Friday, March 16, 2012**. Please submit all the appropriate documentation and a check for your upfront vending fees. If you are not selected as a vendor, your check and application materials will be returned.
- As a vendor for Out to Lunch and/or Downtown ToNight, you are asked to submit **10 percent** of your weekly gross income to the Missoula Downtown Association.
- A **\$10 late payment fee** will be assessed for any payment received after the Monday, 5 pm deadline outlined on the first page of the contract.
- If the contractual agreement of vending at every Out to Lunch and/or Downtown ToNight in June, July and August is not fulfilled a **\$100 no-show fee** will be assessed for each date missed.
- Food service begins at event start, 11am for Out to Lunch or 5:30pm for Downtown ToNight and continues until event end, 2pm for Out to Lunch or 8:30pm for Downtown ToNight.
- As a vendor, you agree to secure general liability insurance while operating at any MDA-produced event in Caras Park or other Downtown venue. The MDA must be listed as an additional insured on your policy.
- ***The Missoula Downtown Association reserves the right to consider past performance and compliance with the aforementioned rules & regulations during the vendor selection process.***

Vendor Selection Guidelines

Vendors are selected by the event organizing committee each year, and applications are reviewed and scored on an individual basis with the following priorities in mind:

1. ***Menu***
What food products will be offered?
How will the food be prepared and served?
How will the food offerings enhance the event?
Types of food, variety and diversity will be considered. MDA does not offer nor promote exclusivity for any category.
2. ***Compliance with MDA, local and state regulations***
Has the vendor complied with MDA rules and regulations?
Does the vendor comply with all applicable City, County, and State licensing and health regulations?
Non-compliance will result in elimination from consideration.

Vendor Selection Guidelines (Continued)

3. Previous vending experience and performance at MDA events

How long has the vendor been providing for MDA events?

How has the vendor performed at previous MDA events in regards to set-up and tear-down, signage, garbage removal, and prompt payment of fees?

How has the vendor served the consumer in regards to attitude, length of wait for food and beverage, price point and food availability?

How has the vendor performed in promoting the MDA event?

MDA reserves the right to eliminate vendors from consideration based upon past performance.

4. Unit size

What is the footprint of the mobile unit?

The number of vendors and size of mobile units will be considered based on the venue size.

5. Electricity consumption

How much electricity does the unit require?

Amount of unit electrical use will be considered based on venue electrical volume as limited power is available in Caras Park.

6. Professionalism of vendor set-up

What does the tent or mobile unit look like?

How does the signage look and promote the vendor and menu?

How is the food prepared and presented?

How do the servers present themselves?

Applicants are asked to provide a photograph of the vending operation, including signage.

7. Ability to enhance the event

Will the vendor enhance or distract from the event?

What will the consumer's perspective be?

Distractions might include generators, running out of food, tearing down the vending operation before the event has ended, unprofessional setup, etc.

8. Membership with the Missoula Downtown Association

Is the vendor a member of the MDA?

Membership with the MDA is not required to vend at MDA's community events, however, vendors who support the MDA through membership will be given preference.

9. Location of business

What is the business' geographic origin?

The location of a vending business will be considered, and preference will be given to those which are located and pay taxes in Missoula County. Businesses located in Downtown Missoula (specifically the Master Plan study area) will receive a higher level of consideration.

10. Use of local food products and sustainable materials

Does the vendor use locally grown and/or produced food products?

Does the vendor use sustainable serving materials?

Consideration will be given to vendors serving locally grown and/or produced food products and using sustainable serving materials.