

Missoula Downtown Association 2018 Guest Vendor Application



Each year, the Missoula Downtown Association (MDA) hosts five major events that aim to bring our vibrant community together in the heart of Downtown Missoula. In order to add to the celebratory atmosphere of each of these events, we use food vendors who can contribute to the continued success of these long-standing programs. As there are more and more events and concerts in the area that require food vendors, the MDA recognizes the need for a more flexible program for our vendors when it comes to Out to Lunch and Downtown ToNight.

In the past, once a vendor applied for and was accepted into either program, that vendor was required to attend every date of the event series. Failure to attend would result in a \$100 fine for each missed date. Additionally, vendors were left out who wanted to be a part of the event series, but were unable to do so because of the multi-week commitment. In an effort to improve opportunities for all, we have developed a “guest vendor” program we hope will benefit vendors as well as our events.

“Guest Vendor” Program:

- Meant ONLY for vendors looking to attend 3-6 dates TOTAL between both Out to Lunch and Downtown ToNight. This program is not intended for vendors who are able/wanting to attend the majority of Out to Lunch and/or Downtown ToNight dates.
- Please use this Out to Lunch/Downtown ToNight application designated for “Guest Vendors”. Do not fill out the separate Out to Lunch and Downtown ToNight applications as you will be considered for the whole event series.
- Once the application is submitted, your business will be on a list the MDA will use should a “primary” vendor of Out to Lunch and/or Downtown ToNight be unable to attend.
- The MDA will give you a minimum of 2 weeks notice (if possible) of a need for a “guest vendor” to fill in a “primary” vendor’s spot. Selection to fill a spot will be based on power needs/power available, size of vending operation/size of vending space available, type of food offered, etc.
- A \$100 upfront fee for MDA members (\$150 for non-members) is required to be considered as a guest vendor. *This fee is only required to be submitted once the first “guest” date has been confirmed.*
- Guest vendors will be required to submit 10% of their gross income for each date of service. Vending fees are due by 5pm the Monday following the date of service. A \$10 late fee will be assessed for any fees submitted late.
- Failure to vend during the date guest vendors are selected for will result in a \$100 no-show fee. Canceling 5 days or less prior to the selected date for a guest vendor will also result in a \$100 no-show fee.
- Please note that we understand emergencies arise and will work with vendors who are unable to attend due to an emergency.

Deadline: Thursday, March 1, 2018

Questions? Call 543.4238 or e-mail info@missouladowntown.com

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“Primary Vendors” of Out to Lunch and Downtown ToNight:

- If you have applied for and been accepted to either or both programs as a primary vendor, please remember you are required to attend every week. Failure to attend will result in a \$100 fee.
- Please give the MDA at least 2 weeks notice that you will not be in attendance on a specific date(s). This will allow us time find a vendor to “fill in” your spot from the “guest vendor” wait list. Failure to provide a minimum of 2 weeks notice will result in the \$100 fee being applied regardless of if a replacement vendor can be found or not.
- Should a replacement vendor be found to take your place, the no-show fee will be removed. ***Please note that there is no guarantee that a replacement vendor will be found. We will do our best to fill all vacancies on any given date, however, filling vacancies will be based upon the size of the guest vendor’s vending operation/size of space available, power needs/power available, and availability of the guest vendors.***
- Should no replacement vendor be found, the \$100 fee will still be applied.
- Please note that we understand emergencies arise and will work with vendors who are unable to attend due to an emergency.

PLEASE REMEMBER: In order to be considered for vending at ANY of the other 2018 MDA events (outside of the Out to Lunch and Downtown ToNight Guest Vendor program), please fill out the full 2018 events vending application for the events you are interested in. Vendors will be chosen by the specific events’ committee for all 2018 MDA events based upon this application. Please note that submission of interest DOES NOT guarantee inclusion in MDA event(s). Vendors will be chosen based upon numerous factors including, but not limited to: power consumption, size of vending operation, type of food being offered, performance at previous events, etc.



Deadline: Thursday, March 1, 2018

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Out to Lunch & Downtown ToNight 2018 Guest Food Vendor Application

Food Vendor: _____
Contact Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
Email Address: _____
Additional Contact: _____

Please include a copy of intended menu items to be sold, noting any meals catering to dietary restrictions (gluten-free, vegetarian, vegan, etc).

Any changes to the menu following vendor selection must be submitted and approved by the committee.

Please Mark All That Apply:

Vending Operation Dimensions _____ Trailer? Yes _____ No _____
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 amperage)*

Pre-Season Vendor Entry Fees (check all that apply)

MDA Member (\$100.00) \$ _____
Non-MDA Member (\$150.00) \$ _____
Appliances (\$35 per **appliance**, not plug) \$ _____
Number of 220v Outlet(s)___ 110v Outlet(s)___

Total Pre-Season Fees \$ _____

*****Fees are not required to be submitted until first vending date is selected. Please fill out what your fees will be, however.*****

Signature of Applicant: _____

Your signature indicates you have read and understand this Application, Rules & Regulations, and Vendor Selection Guidelines.

Your signature indicates you agree to abide by the rules upon selection.

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

Deadline: Thursday, March 1, 2018

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2018 Out to Lunch Dates

Every Wednesday in June,
July & August 11am - 2pm

- June 6
- June 13
- June 20
- June 27
- July 4
- July 11
- July 18
- July 25
- August 1
- August 8
- August 15
- August 22
- August 29

2018 Downtown ToNight Dates

Every Thursday in June,
July & August 5:30 - 8:30pm

- June 7
- June 14
- June 21
- June 28
- July 5
- July 12
- July 19
- July 26
- August 2
- August 9
- August 16
- August 23
- August 30

**Please submit application and
payment to:**

Missoula Downtown Association
218 E. Main St, Ste C
Missoula, MT 59802



Required Documentation

Out to Lunch and/or Downtown ToNight vendor applicants must submit the following documentation with application:

- 1.) A check, payable to the MDA, for your pre-season fees. **Applications submitted without up front vendor fees will be eliminated from consideration. No exceptions will be made!** (MDA Members taking the \$50 discount must have membership dues paid in full by March 1, 2018)
- 2.) Photo of vending operation, including menu board and signage.
- 3.) List of complete menu, including any items that cater to dietary restrictions.
- 4.) List of specific sustainable food items & materials or steps that will be taken to be more sustainable.

Upon acceptance into Out to Lunch and/or Downtown ToNight, the following additional documents must be submitted:

- 5.) Photocopy of your Temporary Food Service License.
- 6.) Photocopy of your City Business License or Non-Profit Exemption.
- 7.) Photocopy of your Liability Insurance

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 extremely important factors in the success of these events. Please review the following to ensure a rewarding experience for all parties.

- Applications are due by **Thursday, March 1, 2018**. Please submit all the appropriate documentation and a check for your pre-season vending fees. If you are not selected as a vendor, your check will be returned.
- As a vendor for Out to Lunch and/or Downtown ToNight, you are required to submit **10 percent (10%) of your weekly gross income** to the Missoula Downtown Association.
- A **\$10 late payment fee** will be assessed for any payment received after the deadline of Monday at 5 pm after the date of vending.
- A **\$100 no-show fee** will be assessed to backup vendors should they fail to vend at the date they were filling in for.
- Food service begins at 11am for Out to Lunch and continues until the event ends at 2pm. Food service begins at 5:30pm for Downtown ToNight and continues until the event ends at 8:30pm.
- 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 and regulations during the vendor selection process.***

Vendor Selection Guidelines

Guest Vendors will be selected based on multiple factors, most importantly size of vending operation and power requirements (which will be determined by the open space available). Other factors for selection include:

Menu

- What food products will be offered? Will there be healthy food options?
- How will the food be prepared and served?
- How will the food offerings enhance the event?

Type of food, variety, amount of healthy options, and diversity will be considered. MDA does not offer nor promote exclusivity for any food category.

Vendor Selection Guidelines (Continued)

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.

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 MDA events?

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

*****If not experienced with MDA events, please explain other experience and provide references.***

Unit size

- What is the footprint of the vending operation?

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

Electricity consumption

- How much electricity does the unit require?

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

Please note: Due to increasing power usage by vendors, and the inability to provide power to all, vendor selection considerations will be heavily weighted toward vendors that require little or no power.

Professionalism of vendor set-up

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

- 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?

Ability to enhance the event

- Will the vendor enhance or detract from the event?
- What will the consumer's perspective be?

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

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.

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 located and paying taxes in Missoula County. Businesses located in Downtown Missoula (specifically the Master Plan study area) will receive a higher level of consideration.

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 products and using sustainable serving materials.