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. These events range from BrewFests, to weekly summer outdoor concert series, to Missoula’s signature yearly event in the streets of Downtown. In order to add to the celebratory atmosphere of each of these events, the MDA looks for food vendors who can contribute to the continued success of these long-standing programs.

In order to be considered for vending at any MDA event, an application process is released in early December each year, please fill out your vending information for the events you are interested in. Vendors will be chosen by the specific events’ committee for all MDA events based upon this application. Please note that submission of interest DOES NOT guarantee inclusion in the 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, use of sustainable serving materials, performance at previous events, etc.

**Food Vendor:** _____________________________________________

**Contact Name:** ____________________________________________

**Address:** __________________________________________________

**City, State, Zip Code:** _______________________________________

**Phone Number:** _____________________________________________

**Email Address:** _____________________________________________

**Additional Contact:** _________________________________________

**Signature of Applicant:** _______________________________________

*Your signature indicates you have read and understand that this is an application only and not a formal contract to vend at any event. Submission of this application does not guarantee inclusion at any event.*

Please see the attached pages for event discriptions. Each event section must be completed in full in order to be considered for that event.

**Deadline:** Friday, March 2, 2020

Questions? Call 543.4238 or e-mail info@missouladowntown.com
Winter BrewFest
February 29, 2020
2-8pm - Caras Park

Please note:
- **You must inform the MDA of your interest to vend at WBF by January 3, 2020**
- in order to vend at Winter BrewFest you MUST be able to vend in the winter during cold weather
- there are no up front fees for vending at Winter BrewFest
- there is a vending fee of 20% of gross revenue from the event
- individual contracts with the chosen vendors will be supplied at a later date

☐ Yes - I am interested in vending at Winter BrewFest
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)

☐ I understand, have read and signed the MDA Event Rules and Regulations, Required Documentation and Vendor Selection Guidelines.

---

27th Annual
Garden City BrewFest
Saturday, May 2, 2020
12pm-8pm - Caras Park

Please note:
- there are no up front fees for vending at Garden City BrewFest
- there is a vending fee of 20% of gross revenue from the event
- individual contracts with the chosen vendors will be supplied at a later date

☐ Yes - I am interested in vending at Garden City BrewFest
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)

☐ I understand, have read and signed the MDA Event Rules and Regulations, Required Documentation and Vendor Selection Guidelines.

Deadline: Friday, March 2, 2020
Questions?  Call 543.4238 or e-mail info@missouladowntown.com
15th Annual
River City Roots Fest
Friday-Saturday, August 28-29, 2020

Please note:
• in order to vend at Roots, you MUST be able to vend BOTH DAYS of the event; times TBD
• there is a $200 deposit required to vend at Roots due once selected; refundable post-event
• there is a vending fee of 20% of gross revenue from the event
• individual contracts with the chosen vendors will be supplied at a later date

☐ Yes - I am interested in vending at the River City Roots Festival

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 _____ No. of 220v outlet(s) _____ 110v outlet(s) _____
How Many Electric Appliances? (Please list each and their electricity amperage)

☐ I understand, have read and signed the MDA Event Rules and Regulations, Required Documentation and Vendor Selection Guidelines.

Deadline: Friday, March 2, 2020
Questions? Call 543.4238 or e-mail info@missouladowntown.com
35th Annual
Out to Lunch in Caras Park
2020 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) and list of
sustainable serving materials.

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)

**No Electric Cash Registers Allowed

Pre-Season Vendor Entry Fees (check all that apply)
MDA Member ($425.00)..................................................$_____
Non-MDA Member ($500.00)...........................................$_____
Appliances ($35 per appliance, not plug).........................$_____
Number of 220v Outlet(s) __ 110v Outlet(s) __
Total Pre-Season Fees (enclose check) .........................$_____
**Applications submitted without fees will be eliminated from consideration**

Signature of Applicant: _______________________________________

I understand, have read and signed the MDA Event Rules and Regu-
lations, Required Documentation and Vendor Selection Guidelines.

Your signature indicates you have read and understand this Application,
Rules and Regulations, Required Documentation and Vendor Selection Guidelines.
Your signature indicates you agree to abide by the rules upon selection.

Deadline: Friday, March 2, 2020
Questions? Call 543.4238 or e-mail info@missouladowntown.com

2020 Dates
Every Wednesday in June, July & August 11am - 2pm

Out to Lunch vendors
MUST COMMIT to attending
every event date during the
summer:
• June 3
• June 10
• June 17
• June 24
• July 1
• July 8
• July 15
• July 22
• July 29
• August 5
• August 12
• August 19
• August 26

Food vendors are expected to
commence with food service at
11am and discontinue service
at 2pm.

Vending fees shall be paid each
week and are due by 5pm each
Monday following the event.

Please submit application
and payment to:
Missoula Downtown Association
218 E. Main St, Ste C
Missoula, MT 59802
20th Annual
Downtown ToNight in Caras Park
2020 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) and list of sustainable serving materials.

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)

**No Electric Cash Registers Allowed

Pre-Season Vendor Entry Fees (check all that apply)
MDA Member ($425.00).......................................................... $_____
Non-MDA Member ($500.00)................................................ $_____
Appliances ($35 per appliance, not plug).................... $_____
Number of 220v Outlet(s) __ 110v Outlet(s) __
Total Pre-Season Fees (enclose check) ...................... $_____

**Applications submitted without fees will be eliminated from consideration**

Signature of Applicant: __________________________________________________________________

☐ I understand, have read and signed the MDA Event Rules and Regulations, Required Documentation and Vendor Selection Guidelines.

Your signature indicates you have read and understand this Application, Rules and Regulations, Required Documentation and Vendor Selection Guidelines. Your signature indicates you agree to abide by the rules upon selection.

Deadline: Friday, March 2, 2020
Questions? Call 543.4238 or e-mail info@missouladowntown.com

2020 Dates
Every Thursday in June, July & August 5:30 - 8:30pm

Downtown ToNight vendors MUST COMMIT to attending every event date during the summer:

• June 4
• June 11
• June 18
• June 25
• July 2
• July 9
• July 16
• July 23
• July 30
• August 6
• August 13
• August 20
• August 27

Food vendors are expected to commence with food service at 5:30 pm and discontinue service at 8:30 pm.

Vending fees shall be paid each week and are due by 5pm each Monday following the event.

Please submit application and payment to:
Missoula Downtown Association
218 E. Main St, Ste C
Missoula, MT 59802
MDA Events Rules and Regulations, Required Documentation and Vendor Selection Guidelines

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 Friday, March 2, 2020 (Winter Brewfest due Jan. 3). Please submit all vendor applications and a check for your OTL/DTTN 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 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 outlined on the first page of the contract.
- A $150 no-show fee will be assessed to vendors for each date missed. Vendors that miss more than two dates may not be considered for future vending opportunities with the MDA.
- 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. **Setup must be complete and vehicles removed from pavilion and load in areas 30 minutes prior to event start time.**
- 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.**

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 $75 discount must have membership dues paid in full by March 2, 2020)
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 servings materials.

Upon acceptance into any of the MDA events, 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

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

****Use of local food products and sustainable materials****

- In alignment with the City of Missoula’s Zero to Fifty Initiative, **all food must be served in compostable or recyclable items.**
- Does the vendor use locally grown and/or produced food products?
- Glass not allowed to be sold at events.

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.
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, safety, 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's that require little to no power are highly encouraged to apply.

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 loud generators, running out of food, tearing down the vending operation before the event has ended, unprofessional behavior, 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.

☐ I have read the MDA Event Rules and Regulations, Required Documentation and Vendor Selection Guidelines.
Signature of Applicant: ________________________________