

Missoula Downtown Association 2020 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 \$150 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.
- There is no upfront fee required to be considered as a guest vendor.
- Guest vendors will be required to submit 15% 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 \$150 no-show fee. Canceling 5 days or less prior to the selected date for a guest vendor will also result in a \$150 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: Friday, March 2, 2020

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 an event will result in a \$150.
- 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 \$150 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 \$150 fee will still be applied.
- Again, 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 2020 MDA events (outside of the Out to Lunch and Downtown ToNight Guest Vendor program), please fill out the full 2020 events vending application for the events you are interested in. Vendors will be chosen by the specific events’ committee for all 2020 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: Friday, March 2, 2020

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Out to Lunch & Downtown ToNight 2020 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)*

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

There are no Pre-Season Entry Fees for Guest Vendors.

- Selected guest vendors will be required to submit 15% 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.

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.

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

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

Deadline: Friday, March 2, 2020

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

2020 Out to Lunch Dates

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

- 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

2020 Downtown ToNight Dates

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

- 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

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.
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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: _____