



Thank you for your interest in vending at the Memphis In May International Festival. This annual celebration includes three ticketed events during the month of May in downtown Memphis' Tom Lee Park on the banks of the Mississippi River.

AutoZone Sunset Symphony, the oldest event of Memphis in May and considered the grand finale, draws thousands who "gather at the River" to picnic and enjoy the symphony with special guests such as the Temptations, Charlie Rich, America and the Four Tops. This family style event held the Saturday of Memorial Day weekend, includes local musical talent, a commemorative airshow and concludes with a spectacular fireworks display. Average attendance for this single-day event is more than 22,000.

Enclosed you will find preliminary data concerning the Food Vendor requirements as well as an application for participation. Please read the information carefully before completing the application. Memphis In May will issue invitations based on the information provided in the application. **Incomplete applications will not be considered.** All applications must be submitted to the address below. **All food vendors interested in participating in the 2010 Festival must submit a completed application form, a proposed menu with pricing, and a current photograph or layout of their area by the application deadline of February 19, 2010. Emailed notification of acceptance will occur by no later than March 5th with contracts to follow via US Mail.**

Selection Criteria and Process

Memphis In May receives far more applications than available space in Tom Lee Park. Changes in the site's configuration this year, makes it more crucial than ever to receive fully completed applications. The selection criteria is based on, but not limited to: quality, value and uniqueness of proposed menu items, experience and ability to effectively serve thousands of patrons in extreme weather conditions. The appearance of menu items, signage, equipment and overall set-up, will also be considered. We consider local or regional representation, with preference given to vendors offering unique or more regional cuisine at reasonable prices. If chosen, your final menu and prices are subject to approval by Memphis In May. Selected vendors may only sell those items listed in their contract and must sell them at the prices specified. Memphis In May reserves the right to specify what items, brand names and portion sizes may be sold, as well as prices vendors may charge for menu items.

Being Green:

MIM is committed to a Festival-wide recycling and waste reduction program. All food vendors are required to use only recyclable (plastic PET 1 & 2 and aluminum) and biodegradable products in food preparation and serving. Also, the use of plastic carrier-type bags is prohibited in accordance with the City of Memphis' Code of Ordinances Chapter 12-52 banning such bags. No exceptions! A list of certified suppliers is available upon request. Receptacles will be placed at each food vendor's location for recyclables. Green Team volunteers and staff will randomly monitor areas for vendor compliance.

Product Exclusivity

Vendors interested in obtaining rights to sell particular menu items should indicate on submitted application. You will be contacted to determine additional fees.

Permits and Licenses

Participating food vendors are required to comply with all rules and regulations of the Memphis Police Department, Memphis Fire Department, Memphis/Shelby County/State of Tennessee Health Department and any other governing authorities' rules and regulations which might apply. Shelby County requires that all vendors have a Special Event Permit and a Temporary Health Permit. Memphis In May will, on the vendor's behalf, apply for these permits; however, vendors will be required to pay the permit fees.

Vendor Fees:

Vendor fees are based on total space required for vending, prep and storage space. Vendors are provided access to running water, a garbage receptacle and trash pick-up. Electrical service is NOT included in the participation fee. A separate rate sheet/order form will be provided. Vendors are prohibited from bringing their own generators on-site.

<u>10' x 15'</u>	<u>20' x 15'</u>	<u>Additional Space Fee</u>
\$600	\$1000	\$40 per frontage foot
Clean-up Deposit:	\$150 per space, \$100 refundable if space is clean upon load-out \$ 50 is a non-refundable Park Restoration fee	

*Permits:

Code Enforcement Special Event Permit: \$ 10 per space
\$ 60 per space if includes tent larger than 200 sq. ft.

*All permit fees are accurate to date, but subject to change.

Photo and/or diagram of set-up must accompany application. Vendor fees, clean-up deposit(s) and permit fees are due upon return of the signed contract.

Additional Requirements and Regulations:

- **All participating food vendors will be required to provide up to, but not exceed, \$50.00 worth of complimentary meals / menu items to event staff. Vendors will be reimbursed for all coupons over \$50.00. All vendors will be provided a letter of donation for tax purposes.**
- All food and beverage purchases at AutoZone Sunset Symphony are by CASH ONLY. All vendor prices must include sales tax.
- Participating food vendors will be required to furnish to MIM a certificate of insurance evidencing a minimum \$500,000 combined single limit general liability coverage naming Memphis In May International Festival, Inc. as additionally insured. Proof of automobile and Workers' Compensation coverage with minimum coverage of \$100,000 combined single limit is required as well.
- All participating food vendors must display professional looking menu boards specifying menu items and prices. Menu boards must be displayed at all times. No changes to menu boards will be allowed without prior consent from Memphis In May. **Memphis In May reserves the right to specify what items, brand names and portion sizes may be sold by vendors, as well as prices vendors may charge for menu items.**
- Food vendors are not allowed to sell, give away or consume alcoholic beverages.
- Food vendors are not allowed to sell any non-food items without written permission from Memphis In May. Use of the name "Memphis In May International Festival" or any variation thereof, on any signage, T-shirts, printed materials, etc. will not be allowed without written permission from Memphis In May.
- All soft drink and water sales will be 20 oz bottles and must be purchased through our official soft drink sponsor, Coca-Cola. Purchasing Coca-Cola products from other sources for resale is prohibited.
- The solicitation and/or acceptance of tips by participating vendors and their employees is strictly prohibited.

Please type or print legibly. Read accompanying information before completing this application.

Company: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone: Mobile _____ Other _____

Fax _____ *E-mail _____

To continue our greening efforts, email will be our primary method of information distribution. Please provide the email address you most frequently access.

SPACE REQUIREMENTS

_____ Dimensions of TOTAL space needed (20' is the maximum depth available)

ELECTRICAL REQUIREMENTS Indicate TOTAL electrical power needed for your stand:

Equipment to be powered

Electrical requirements

PROPOSED MENU ITEMS AND PRICING

Indicate interest in exclusivity by circling menu item(s)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| 6. _____ | \$ _____ |

APPLICATION IS NOT A GUARANTEE OF ACCEPTANCE. DO NOT ENCLOSE PAYMENT FOR VENDOR FEES! THIS APPLICATION IS **NOT** A CONTRACT AND IS IN NO WAY BINDING TO MEMPHIS IN MAY. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE ACCOMPANYING INFORMATION AND THAT THE INFORMATION YOU HAVE PROVIDED ON THIS APPLICATION IS CORRECT.

Signature: _____ Date: _____

Applications must be delivered or postmarked no later than February 19, 2010.

To: Myra Sellers
Program Manager
Memphis In May International Festival, Inc.
88 Union Avenue, Suite 301
Memphis, TN 38103

Memphis In May reserves the right to reject any and all applications submitted.