



# MEMPHIS IN MAY INTERNATIONAL FESTIVAL 2023 CONCESSION VENDOR APPLICATION



Thank you for your interest in vending at the 46th edition of the Memphis in May International Festival. Our annual month-long festival includes several ticketed events held in Tom Lee Park.

**World Championship Barbecue Cooking Contest, (May 17th – 20th)** is the second largest of our ticketed events and is the celebration of Memphis' claim as the Barbecue Capital of the World. More than 140 competition teams from across the country and around the world compete for more than \$145,000 in prize money.

**Expected attendance for this three-day event is approximately 48,000-50,000.**

Detailed below you will find preliminary merchandise vendor requirements as well as an application for participation. Please read the information carefully before completing and returning. Memphis in May will issue invitations and contracts based on the information provided in the application. Incomplete applications will not be considered. Applications may be submitted by US Mail, fax, e-mail to [concessions@memphisinmay.org](mailto:concessions@memphisinmay.org), or electronically.

*The deadline for concession vendor applications is 5:00 p.m. on Saturday, February 25, 2023. Selected vendors will be notified via email on March 4, 2023. Signed contracts with full payment are due April 1, 2023. Please read the following information carefully before completing the application as food vendor selection is based on the information below.*

## SELECTION PROCESS

All prospective food vendors must submit the following by **5:00 p.m. on Saturday, February 25, 2023**

- Completed application form
- Proposed menu with pricing
- Current photograph of operation
- Layout of site/footprint

## SELECTION CRITERIA

*The selection criteria is based on, but not limited to*

- Quality of offerings
- Experience
- Ability to serve thousands of patrons in outdoor weather
- Appearance of overall set-up
- Unique or regional cuisine
- Reasonable prices and value

**Food vendors who are accepted will receive an email notification and vending upon acceptance.**

***ALL menu items and prices must be approved by Memphis in May and only those items listed on the contract may be sold.***

## PARTICIPATION FEES

Fees are based on TOTAL space required for vending, prep and storage. Vendors are provided access to running water, garbage & recycling receptacles and pick-up.

### DEPOSIT AMOUNTS

Participating vendors provide a \$600 clean-up deposit, per space at the event. \$300 will be refunded to each vendor that loads-out on time and leaves their space clean (to the satisfaction of the on-site manager). \$300 is a non-refundable Venue Restoration fee.

### SPACE

The space fee is \$60 per frontage foot with a minimum of 10' of frontage required for each vendor space and a maximum frontage of 25'. Spaces are sold in 5' increments and the space depth will not exceed 20'.

### EXAMPLE

10 ft of frontage	\$600
15 ft of frontage	\$900
20 ft of frontage	\$1,200

## PARTICIPATION FEES CONT'D

### GUARANTEED SALES COMMISSION

All vendors will pay Memphis in May a minimum guaranteed sales commission of 25% of gross sales excluding sales tax. The minimum sales commission guarantee for returning vendors is based on the individual vendor's sales history. The commission for vendors who have not previously participated at Memphis In May is calculated on projected sales of \$7,500 to \$9,000 which is determined by product offering, product pricing, location and previous comparable vendor performance.

**Exception: Fees are higher for those granted product exclusivity which requires a higher fee.**

### POWER

Electrical service is NOT included in the participation fee. A separate rate sheet/order form will be provided with the contract. Electrical service may be purchased through the MIM electrical contractor as needed. Vendors are prohibited from bringing their own generators on-site.

### PERMITS

All vendors must obtain a Shelby County Health Permit and Special Event Permit. Memphis in May will apply for permits on the vendor's behalf.

## ADDITIONAL INFORMATION

### INSURANCE

Participating food vendors are required to furnish to MIM a certificate of insurance naming Memphis in May International, Inc. as additional insured in the following **minimum** limits:

- Commercial general liability of \$1,000,000 per occurrence,
- Vehicle liability of \$500,000 per occurrence for vehicles on site,
- Workers' Compensation coverage of \$500,000 each accident, illness, disease.

### BEVERAGE SALES

Memphis in May permits concessionaires to vend 20 oz. bottles of soft drinks and bottled water with the following conditions:

- All products must be purchased through the official beverage sponsor.
- Concessionaires must place their initial beverage order through the Memphis in May sponsor no later than one week in advance of the event.
- Additional quantities may be purchased on site from the approved drink sponsor\vendor.

***Purchasing products from other sources for resale at the event is strictly prohibited and will result in expulsion from the event.***

## ADDITIONAL REQUIREMENTS

- All participating food vendors will be required to provide up to \$150 worth of complimentary meals / menu items to event staff. All vendors will be provided a letter of donation for tax purposes and will be reimbursed by MIM for all coupons received over \$150.
- All food and beverage purchases at WCBCC are by cash, credit and debit cards. Vendors are required to use a POS system as specified by Memphis in May.
- Concessionaires are responsible for obtaining all necessary business licenses and for the payment of any and all taxes due.
- Participating concessionaires are required to comply with all rules and regulations of the Shelby County Health Department, Memphis Police & Fire Departments, Memphis/Shelby County Office of Construction Code Enforcement and any other governing authorities' rules and regulations which might apply. Concessionaires must also comply with any and all COVID safety protocols as required by Memphis in May.
- All food vendors are requested to use only recyclable and biodegradable products in food preparation and serving.
- All participating food vendors must display professional looking menu boards specifying menu items and prices at all times.
- No changes to menu boards will be allowed without prior consent from Memphis In May. Handwritten signs are strictly prohibited.
- Food vendors are not allowed to sell, give away or consume alcoholic beverages.
- Food vendors will NOT be allowed to sell any non-food items.
- The solicitation or acceptance of tips by participating vendors and their employees is strictly prohibited.

***Please read the concession information carefully before completing the application as food vendor selection is based on the information in the application.***



# 2023 CONCESSION VENDOR APPLICATION

MAY 17-20, 2023 • TOM LEE PARK • MEMPHIS, TN

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_

## SPACE REQUIREMENTS (PLEASE INCLUDE TONGUE IF TRAILER)

\_\_\_\_\_ ft of frontage x \$60.00 = \_\_\_\_\_ x Number of spaces = \_\_\_\_\_ Total footprint: \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

## PROPOSED MENU ITEMS AND PRICING

ITEM	SERVING SIZE	PRICE
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
8. _____	_____	\$ _____

Please attach a sheet listing additional items proposed for sale if more space is needed.

## ELECTRICAL REQUIREMENTS

Please indicate the total power required for your trailer or concession stand.

### EQUIPMENT TO BE POWERED

\_\_\_\_\_  
\_\_\_\_\_

### ELECTRICAL SERVICES REQUIRED

\_\_\_\_\_  
\_\_\_\_\_

If you are a first time MIM concessionaire, please list three large scale public events where you have vended in the past three years.

EVENT	LOCATION	ATTENDANCE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

This application is not a guarantee of acceptance. No payment is necessary until acceptance has been confirmed and a contract issued. Your signature below indicates that you have read the accompanying information and that the information you provided is accurate. **A current photograph of your concession trailer or tent is required with this application.**

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**COMPLETED APPLICATION MUST BE RECEIVED NO LATER THAN 5:00 P.M.  
ON SATURDAY, FEBRUARY 25, 2023.**

*Please return completed application to:*  
**Concession Manager, Memphis in May International Festival, Inc.,  
56 South Front St., Memphis, TN 38103.  
concessions@memphisinmay.org or 901-525-4611, Fax: 901-525-4686**



To access the electronic application please use the following link: <https://bit.ly/CONCESSIONapps>