Riverfest 2024
MAY 31-JUNE 8

FOOD & BEVERAGE VENDOR APPLICATION







RESEARCH SHOWS
78%
OF ATTENDEES VISIT RIVERFEST
2 DAYS OR MORE

DEADLINE: JANUARY 2
$25 APPLICATION FEE

Kansas' largest community festival, Riverfest fills downtown Wichita with 9 days of music, river events, cultural events, fireworks, family and kid-friendly, sporting events, a parade and more.

Riverfest began in 1970 as part of the city's Wichitennial celebration. The goal was, and is today, to build community pride and focus on the city's beautiful natural resource, the Arkansas River.

Signature events such as concerts, the Sundown Parade, Fidelity Bank River Run and Capitol Federal Fireworks draw thousands to the festival, leading to large daily crowds and the opportunity for big volume food sales. Wichita's thriving downtown business district also helps drive busy lunch hours during the week.

Unique food choices, combined with the outdoor festival dining experience, offer the public a great alternative to the traditional restaurant or dinner at home.

IN 2023 RIVERFEST BROUGHT
300,000 PEOPLE
TO DOWNTOWN WICHITA





For more information please call
Wichita Festivals, Inc. **316.267.2817**

Wichita FESTIVALS

Riverfest 2024 MAY 31-JUNE 8

FOOD & BEVERAGE VENDOR APPLICATION

Please choose the capacity in which you would like to be considered:

☐ Century II Food Court ☐ Douglas St. Food Ct. *(open weekends & weeknights only)* ☐ Both

Please type or print clearly. Attach additional sheets if necessary

Business Name/Organization _____ Contact _____

Address: City/State/Zip _____

Phone (Work) _____ (Home) _____ (Cell) _____

Email _____

Alternate Contact _____ Email _____

Phone (Work) _____ (Home) _____ (Cell) _____

Years applicant has worked in the food vending industry _____

Do you have a valid current Kansas Food Seller's permit? ☐ No ☐ Yes Number _____

Kansas Sales Tax Registration Number _____

Please list name(s) of other festivals, fairs or similar outdoor events in which you have participated in the last 5 years. Include name, dates, location and approximate attendance. _____

_____

_____

Foods to be Sold

Attach additional menu items, including soft beverages, to application to be included in Riverfest contract. Contracted and published prices may not change.

Premier Items	Contents/Ingredients	Portion Size	Price
1.			
2.			
3.			
4.			

Century II Food Court Electrical Requirements _____ Propane Requirements ☐ Yes ☐ No

Douglas St. Food Court Electrical Requirements _____

Attach a current picture of your mobile unit. ☐ ****REQUIRED****

Food Truck Length _____ Food Trailer Length _____ x Width _____

Total Operating Area when open for business including support items: Length _____ x Width _____

☐ Which side of Truck/Trailer is food service offered? ☐ Driver ☐ Passenger

☐ Only Available on Weekends ☐ Only Available Evenings ☐ Available Any Time **List Dates Not Available** _____

Exact locations and fees to be determined by Feb. 16, 2024

I submit this application to participate in the 2024 Riverfest and I have read, and will comply with, the guidelines listed in the Riverfest/ Wichita Festivals, Inc. (WFI), Food & Beverage Service Application packet, as well as all applicable State of Kansas, Sedgwick County, and City of Wichita regulations.

Signature of Applicant _____ Date _____

Application Rejection and Cancellation Policy

Wichita Festivals, Inc. reserves the right to waive any and all irregularities and reject any and/or all applications. In the event of a cancellation, all applications will remain on file at Wichita Festivals, Inc. Assignment of any available spaces through cancellations or no-shows will be at the discretion of WFI.

PLEASE RETURN FORM and $25 APPLICATION FEE and PICTURE OF MOBILE UNIT NO LATER THAN 5 pm, January 2, 2024.

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MAY 31-JUNE 8

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VENDOR REQUIREMENTS

PROOF OF INSURANCE: Vendor will maintain insurance policies issued by carriers approved by Wichita Festivals, Inc., WFI: (A) comprehensive public and product liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with Vendor's operation at Riverfest, (B) workers' compensation and employer's liability insurance, (C) automotive liability, as well as such other insurance as may be required by law. Minimum liability coverage limit is $1,000,000. Vendor will be required to list both Wichita Festivals, Inc. and the City of Wichita as an additional insured on the policy.

BEVERAGE ITEMS: Vendors will have rights to sell soft beverage as defined by contract. A straw dispenser must be provided as required by the Wichita/Sedgwick County Health Department. The sale of Alcoholic Beverages is permitted only by those vendors specifically authorized by Wichita Festivals, Inc. to provide such service. Beverages must be served in cups, plastic bottles or cans NO glass bottles are permitted.

GARBAGE AND SEWAGE: Vendors must supply their own trash cans and plastic trash can liner bags for inside their operation area. Each vendor is responsible for managing grease, charcoal, grey-water and food waste produced at their site. No dumping will be allowed anywhere except in designated trash dumpsters. Greywater must be captured, contained and dumped at appropriate sites. Dumping of any materials onto the ground or into the City of Wichita storm sewers will result in fines from the City against the vendor, the loss of Food Vendor Fee and possible termination of vending privileges during the remainder of the Festival.

NO AMPLIFICATION OF VOICE OR MUSIC BY VENDOR

SITE MAINTENANCE AND CLEAN-UP: All vendors are required to ensure proper clean up of the area immediately surrounding their location including the area in front of the service counter on a daily basis. Vendors must break down and properly dispose of cardboard boxes.

FOOD SAFETY: All employees must have a current food handler's card. All meat and poultry products must be purchased and prepared in the state of Kansas unless other arrangements have been discussed and approved by the City of Wichita Environmental Services Division. Vendors must comply with all local and state food safety guidelines.

REGULATION RESOURCES: www.wichita.gov and www.kansasdepartmentofagriculture.gov

FIRE SAFETY: All vendors must have a 2-A/10-BC Fire Extinguisher on site. Class K Extinguisher will be required for all grease laden vapor cooking appliances.

RIVERFEST BUTTON: Employees must wear Riverfest buttons during their shift. Vendors will receive a packet with a designated number of buttons per site. Vendors may purchase additional buttons.

IF YOU WOULD LIKE TO BE CONSIDERED AS A FOOD VENDOR, PLEASE COMPLETE THE ENCLOSED APPLICATION AND RETURN BY JANUARY 2, 2024

CENTURY II FOOD COURT TENT

The Food Court is open all day each day of Riverfest. Wichita Festivals will provide: a 20x20 space (for rented tent and flooring from preferred tent provider), vendor signage, plumbing, grey-water disposal, grease receptacle, dry storage, refrigeration and freezer storage, a vendor wash tent, trash, restrooms, daytime and overnight security.

SETUP: Vendors may begin set up at 5 pm on Tuesday prior to the first day of the festival. Food storage is available only to contracted/authorized vendors of the Century II Food Court.

FREEZER/REFRIGERATION: Each vendor will be allotted a total of 10 square feet per unit. If additional space is required and approved/available, an additional fee will apply.

ELECTRICAL/WATER: WFI will provide electric and water connections. Vendor is responsible for all associated set-up and usage charges.

GAS SERVICE: Indicate if you will require propane gas service for your booth. Meters will be placed at each booth and charged to vendor based on use. Vendors will be invoiced by and payment made to WFI for propane usage for the 9-Day Food Court.

ICE: WFI will provide ice and vendor will be invoiced and payment made to WFI for ice usage.

GREASE: In on-site, designated receptor only.

BOOTH: Any decorations must be placed behind the service counter. All Vendors must have a service counter that must run parallel to the front of the tent.

FEES: The Vendor fee for the 20X20 space at the Main Food Court is $3,800.00 NON-REFUNDABLE (includes 10 Riverfest buttons) and 25 percent (25%) of gross sales net of sales tax. Vendors will be notified by February 16. Vendor's names and menus are published on the Riverfest mobile app. Due to advertising deadlines for the guide, the first half of the vendor fee must be paid by March 1 and the second half by April 1 (dates subject to change).

SALES: Under no circumstances should vendors accept cash at this venue.

ACCESSIBILTY: Service counters must include a clearly defined (with signage), usable "handicapped accessible" service area (maximum counter height of 30" from the ground).

PARKING: Limited to one (1) vehicle in the compound area, no greater than 10 feet. No box trucks allowed. All refrigerated and freezer foods must be removed by **10 am on Sunday** immediately following closing day of the festival. All other materials equipment, supplies etc. shall be removed by **11 pm Sunday** immediately following closing day of the festival.

ANCILLARY LOCATIONS

Mobile units are also needed at specific festival event sites. Wichita Festivals will provide vendor space and trash service. In some cases, limited electrical, water or gas service is available; preference will be given to "self contained" units. Each vendor must provide their own quiet power source. The Vendor fees are assessed by number of days, location and 25 percent (25%) of net sales. Vendors will be notified by February 16, 2024 with signed contracts and first half of the vendor fee must be paid by March 1 and remainder by April 1. All mobile units will be required to provide a City of Wichita mobile food vendor license.