



## Cool Dads Rock Soap Box Derby Vendor Application

**Application Process:** Please fill out the attached application and send it in to us. Please DO NOT send any payments at this time. We will review your application and notify you regarding your participation with us at the festival. Once your application has been approved, you will have a maximum of 30 days to decide if you will join us at the event. If we don't hear from you and receive payment within the 30 days, the offer of participation will be cancelled.

**Payment:** Payment is only due once your application has been approved. We prefer payment by cashier's check, money order, or PayPal.

**Refund Policy:** If the withdrawal request is made 30 days or more prior to the first day of the event, you can receive a 50% refund on your space fee. No refunds will be given within 30 days of the event due to your commitment to the event production. All refund requests must be made in writing and received by our office via email or mail.

**What we Provide:** Included in your festival fee is booth space. However, your tent, tables, chairs, etc. are your responsibility with rare exceptions. Additional governmental fees such as Health Department fees may apply as well.

**Beverage Policy:** Food vendors are allowed to sell non-branded Lemonade and Iced Tea. No vendor will be allowed to serve packaged drinks such as soft drinks or water. **No alcoholic beverages may be sold from your booth at any time.**

**Grease and Trash:** All food vendors must provide ground cover inside their booth and cooking area for the absorption of grease. No food vendor will be allowed to open if the ground cover is not in place. No grease or grey water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave. Additionally, you will be responsible for any and all environmental cleanup costs and subject to prosecution by city or state officials.

**Trash:** Vendors are responsible for properly collecting and bagging trash within your sales location.

**Vendor Prices are as follows:**

Arts, Crafts, Food, and Entertainment vendor prices are **\$100.00** per booth.  
Health Services and Community Service Representatives (hospitals, Police Officers, Firefighters, etc.) prices are **\$50.00**.

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I agree by the rules stated. I understand that all promotion of my items must take place within the confines of my booth. I further understand that Cool Dads Rocks and all their representatives are not responsible or liable for damages including but not limited to, loss suffered before, during, or after the event I have applied to as a result of the display of my work, equipment, or material. I understand that there are no refunds or rain checks due to inclement weather. Cool Dads Rock reserves the right to refuse booth space based on event guidelines. If these guidelines are not upheld, my booth will be closed immediately and my funds will not be refunded.

Print Business

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**Cool Dads Rock Soap Box Derby  
2016 Vendor Application**

**Date Submitted:** \_\_\_\_\_

Please submit completed application and email it to vendors@cooldadsrock.com. DO NOT send payment at this time. Once you receive an approval email and/or phone call, you will be asked to confirm acceptance and send payments.

**Name of Company:**  
\_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_

**Contact Person:**  
\_\_\_\_\_

**Website:** \_\_\_\_\_ **Cell Phone:**  
\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

**Business License  
Number:** \_\_\_\_\_

**Restaurant Permit #** \_\_\_\_\_ **County and State of  
location** \_\_\_\_\_

**Serve Safe Certified?** \_\_\_\_\_ (please attach copy of permit or serve safe certificate to this application).

**SETUP:** Cart \_\_\_\_\_ Trailer \_\_\_\_\_ Tent \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Please provide measurements in feet. The length and depth measurements must be an accurate measurement of your setup. Tents cannot exceed 10x10 measurements.

**Setup Length:** \_\_\_\_\_ **Setup Depth:** \_\_\_\_\_ **Setup Height:** \_\_\_\_\_

Please make certain to include the trailer tongue in your measurements. If using a trailer, please give details of your trailer as it will be set up at the event. Which direction is the tongue and service window? On the left or right?

Please make a copy of this application for your records. We will not process any application that does not include:

- a photo of your booth
- list of proposed items to be sold
- Current Restaurant Permit # or Serve Safe Certificate, Current Business License #
- Signed application

**MENU SUBMISSION (Approved items will be sent with Acceptance Letter)**

Please fill out your top menu choices below. **Attach additional pages if necessary.** Due to the potential for duplication, not all menu items may be selected. Vendors may be selected based upon menu items described. Vendors may only sell items agreed on by Cool Dads Rock.

List Items or goods to be sold (food, drinks, and goods to be sold)

Menu Item(s)	Contents/Ingredients	Portion size	Price	Notes
Ex. Hamburgers	100% ground beef, white sesame seed bun, Ketchup, Pickle, Mustard	8 oz.	\$4.00	

**Please be sure to include all necessary information. Please DO NOT submit any payment until your application has been approved. For additional information, questions, or concerns, please contact our office at 678-948-6331 or [vendors@cooldadsrock.com](mailto:vendors@cooldadsrock.com).**

## **Food Vendor Requirements**

All food vendors must be compliant with current local and regional guidelines for temporary food service events. Please review the following helpful hints which will help assure your booth will meet current regulations:

### **TO PREVENT FOODBORNE ILLNESS**

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before and after handling foods.
- Maintain hot foods at temperatures of 135 degrees Fahrenheit or above.
- Maintain cold foods at temperatures of 41 degrees Fahrenheit or below.
- Cook ground beef to a minimum of 155 degrees Fahrenheit.
- Cook Chicken to a minimum of 165 degrees Fahrenheit.
- Take frequent food temperatures.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked food separate.
- Thaw foods properly: completely submerged under running water not longer than 4 hours, as part of a cooking process, or through refrigeration.
- Use single service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin, and human contamination.
- Minimize handling of foods before, during, and after preparation.
- Do not use swollen, leaking, or damaged canned goods.
- Store all food product and equipment at least six inches off the ground.

### **ITEMS REQUIRED AT A TEMPORARY EVENT**

- Sanitizer
- Probe Thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Adequate supply of back up utensils
- Adequate supply of potable water
- Soap and single service towels
- Fire extinguisher (properly tagged and correct type)

- Adequate facilities and equipment to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust and dirt
- Adequate protection for food displayed, prepared or stored