



Activities • Events • Atmosphere

535 B Lakeview Plaza Blvd. • Worthington, OH 43085 • (614) 846-8946 ext 305 •
Fax: (614) 846-1794 • www.supergames.org • jkottenstette@supergames.org

The City of Mason is celebrating the anniversary of our nation's independence with the return of Red, Rhythm & Boom for the community to enjoy! The event will feature carnival games, kids zone activities and entertainment, music, food, fireworks and more! We are excited to announce that multi-platinum artist Andy Grammer will headline the evening's event. We are expecting crowds of 15,000 or more for this patriotic celebration and hope that you will choose to highlight your business by taking part as a returning vendor or joining the fun for the first time! An event flyer is included in the application.

Red, Rhythm & Boom will be held on July 3rd from 4pm-10pm at the City of Mason's Municipal Center and Community Center Campus, 6000 Mason-Montgomery Road, Mason, Ohio 45040.

We would also like to introduce SuperGames as our food vendor strategist and coordinator for this year's event. Please submit all applications and questions or comments to Jaymie Kottenstette (jkottenstette@supergames.org), SuperGames Representative and Food Court Manager.

Who is eligible to be a food vendor? How do I apply?

Applicants must have **all** necessary licenses and insurance. Applicants must be year-round and or seasonal operation with proven festival and similar event experience.

Where/How do I apply?

The enclosed application is the only application that will be accepted. Full and complete applications must be received by May 15, 2016. Incomplete or late applications will not be considered. A \$100 deposit is required at time of application submission. Deposit will be refunded upon completion of event and evidence that all materials and/or property associated with Vendor (including rented property and both hard and soft landscape) are in the condition prior to Vendor set-up. Further, all food Vendors must submit photos of their serving area/setup/layout with completed application.

When and How are Vendors selected?

All applications will be reviewed and participants will be selected on or before May 20, 2016 and will be contacted at this time via email. A waiting list will be created for those vendors that do not meet payment deadlines or if there are cancellations. Application submission is **not** a guaranteed acceptance to the event. After May 20, 2016, if your application has not been accepted, you will receive a decline letter via email and a refund of your deposit. Special preference will be given to Vendors based on the following:

- A Vendor has a strong and previous relationship with City of Mason events
- A Vendor is a Mason business and is located in Mason
- A Vendor has a unique item(s) not provided by other Vendors
- A Vendor has a clean and attractive serving station
- A Vendor has practical or reasonable pricing

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Important Dates:

- April 15th** Food Vendor applications posted to www.imaginemason.org
May 15th Applications must be postmarked for submission *
May 20th Vendors will be accepted and notified via email. Decline notifications will be sent to Vendors not selected
June 1st All fees must be paid in full and certificate of insurance and food service license must be submitted and received by Food Court Manager
June 15th Special Event Coverage Insurance payment due (if specified with application)

**Applications submitted after May 15, 2016 will be issued a \$30 late fee due upon approval.*

Fees

20 x 30 space \$400

Includes: One (1) assigned parking space for Vendor's personal vehicle for duration of entire event (allotted space is standard public parking space 18 x 9).

Electrical Requirements:

- All appliances must be listed on the food vendor application enclosed
- All information listed within the application must be truthful and accurate
- All electrical extension cords must be provided by the food vendor (100 ft per appliance, 14 gauge, 3 wire minimum)
- No more than three electrical appliances per food vendor booth
- No coffee pots for personal use
- Electric is limited in some areas. Quiet generators may be considered acceptable with approval of Food Court Manager.
- All necessary items (including tent, tables and chairs, etc.) to be provided by Food Vendor
- All decisions made by Food Court Manager are considered final

What food/beverage items am I allowed to bring and sell?

Your menu will be restricted to approved items. Please do not bring items not approved for sale by Food Court Manager. Failure to adhere to this requirement will result in being asked to vacate the premises and there will be no refund for all fees including deposit. Food Court Manager must approve additional items prior to start of the event and reserves the right to determine which items will be allowed and sold. Applicants must list most important items first. Soda or bottled water may only be sold by the City of Mason. Food vendors shall not sell any soda, water or brand-named containers (including but not limited to Monster, Red Bull, Gatorade, etc.). Other beverage items (some teas, coffees, juice boxes, milks, etc.) shall be listed as a lesser item on approved items list submitted with application. all ice, soda or bottled water used in your booth must be purchased from the City of Mason including that for personal/staff use and/or food sales and temperature controls.

Late or incomplete applications (postmarked after May 15, 2016) will be assessed a \$30 late fee upon approval if accepted. You may email your application to attention: Jaymie Kottenstette at jkottenstette@supergames.org or print and mail to attention:

Jaymie Kottenstette
SuperGames
535 B Lakeview Plaza Blvd.
Worthington, Ohio 43085
Attn: Food Vendor Application

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Food Vendor Application Information Application Deadline: May 15, 2016 City of Mason Red, Rhythm & Boom July 3, 2016

Late or incomplete applications (postmarked after May 15, 2016) will be assessed a \$30 late fee upon approval if accepted. You may email your application to: jkottenstette@supergames.org or print and mail to: Jaymie Kottenstette, SuperGames 535 B Lakeview Plaza Blvd., Worthington, Ohio 43065 Attn: Food Vendor Application. Please print or type legibly.

Vendor Name _____
 Legal Business Name _____
 Primary Contact Name _____
 Secondary Contact Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone (Main) _____ (Cell) _____
 Email* _____
 Website _____
 Social Media Links
 Facebook _____ Twitter _____ Instagram _____

**Required for confirmation purposes. Email list is not distributed.*

Are you a NEW food vendor to Red, Rhythm & Boom or previous event(s) held in Mason?
YES _____ NO _____

References from other festivals (new vendors only) or similar events:

1. Event Name _____
 Contact Person _____
 Phone number or email _____

2. Event Name _____
 Contact Person _____
 Phone number or email _____

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3. Event Name _____
Contact Person _____
Phone number or email _____

Fees

Quantity Requested: \$400 (20 x 30) _____

Note: Size cannot be changed after application is submitted, unless approved by Food Court Manager.
Includes one (1) assigned parking space for vendor's personal vehicle for duration of the entire event (allotted space is 18 x 9) and electricity and water.

Please identify as one (1) of the following:
Food Truck _____ Food Vendor requiring a tent _____

Please give us a brief description of the type of food you will be presenting and selling at the event. For example, is your food type Mexican, Pizza, Bar-B-Q, etc...? Attaching a menu is also acceptable:

Product/Item Information:

Main Menu Items

Item _____
Price range for each item _____

Item _____
Price range for each item _____

Item _____
Price range for each item _____

Lesser Menu Items

Item _____
Price range for each item _____

Item _____
Price range for each item _____

Item _____
Price range for each item _____

Do you wish to participate as a Mason Bucks Program? (for more information see Section II item D of Food Vendor Regulations) YES _____ NO _____

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Food Vendor Regulations City of Mason Red, Rhythm & Boom July 3, 2016

I. Vendor General Requirements

- A) Please identify what type of application you will be serving from:
Tent _____ Food Truck _____
- B) Do you require electric: Yes ____ No ____
- C) Do you require water: Yes ____ No ____
- D) Is a trailer utilized? If yes, provide entire width and length including tongue: _____
Is tongue to the right or left of the service window (from the customers perspective)
Right _____ Left _____
- E) Is a tent required? Is an awning utilized?
If yes to either, please provide size (width and length) and brief description

- F) Is a grill to be utilized for food preparation? Yes _____ No _____
- G) What other item(s) will be used/utilized outside of tent? Please describe below:

- H) All tables, chairs, tents, supplies and everything needed for booth to be provided by vendors.
- I) Connections for electric and water must be approved by Food Court Manager.
- J) Food Court Manager reserves the right to locate or re-locate vendor booths according to the needs of the event.
- K) My (total) electric needs: Amps _____ Volts _____ Other _____
- L) Do you intend to bring your own generator? Yes ____ No ____ Other ____
1. If yes, please state the decibel reading _____

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- M) Food vendor license and proof of Insurance with SuperGames and City of Mason as named insured. Enclosed Now _____ or _____ to be mailed to SuperGames by May 31, 2016
- N) If any food vendor cannot provide insurance meeting the requirements specified in the Liability Release and Indemnity (Hold Harmless) Agreement, including naming the City of Mason and SuperGames as additional insureds, they can be added to the City of Mason's *Special Event Coverage*. Cost per individual food vendor is \$73. Each selected food vendor requiring such a policy must submit payment by June 15, 2016 (checks made payable to: The City of Mason). A complete and approved vendor application is required with all payments. Fees to be mailed to SuperGames.
- O) Provide photos of your set-up from previous festivals or events. Photo(s) must show setup as it will be displayed at Red, Rhythm & Boom.

II. Vendor Regulations

- A) Maximum of four (4) main and four (4) lesser menu items permitted, including beverages PER booth. Example: If two booths are requested, then up to eight (8) main and eight (8) lesser items permitted, etc.
- B) Soda or bottled water may be sold **only** by City of Mason staff/employees only with NO EXCEPTIONS.
- C) Food vendors shall NOT sell any soda, water or brand-named containers (Monster, Gatorade, Red Bull, etc.). Other beverage items (some tea, coffees, juice boxes, milk, etc.) shall be listed as lesser items.
- D) City of Mason and SuperGames to provide Mason Bucks to qualifying volunteers and staff. Mason Bucks may be utilized for only food and non-alcoholic beverages to participating food vendors. Please identify on application if interested. Mason Bucks to be redeemed at conclusion of event by participating food vendors from Food Court Manager. Payment for Mason Bucks will be mailed to participating food vendors after the event. Participating food vendors will be required to display a sign identifying them as a Mason Bucks participant. City of Mason and Food Court Manager to provide participating food vendors with sign(s).
- E) All ice, soda or bottled water used in your booth, **must be** purchased from the City of Mason, including that for personal/staff use and/or for food sales and temperature control. *Price(s) to be announced at later date:*
- Ice
 - Water
 - Soft Drinks
- F) Festival Date and Time (rain or shine)
Sunday July 3, 2016 4:00pm-10:00pm EST

III. Confirmations

- A) Upon receipt of application (including current license(s), certificate of insurance (naming both SuperGames and the City of Mason as additional insured)) and security deposit, a confirmation

email will be sent to the email address provided within application. **All fees are due by June 1, 2016.**

- B) Vendors will receive complete staging instructions (including instructions on times, parking (including parking pass), set-up and tear-down requirements, etc.) via email no later than June 24, 2016.
- C) A map will be enclosed with your staging information showing directions on where to load/unload and park.
- D) A security deposit of \$100 is due with application submission. Upon approval by Food Court Manager, all additional fees, permits and insurance will be due by June 1, 2016.
- E) Late or incomplete applications (postmarked after May 15, 2016) will be assessed a \$30 late fee upon approval if accepted.
- F) Applications can be refused for any reason.

IV. Staging Rules (including set-up/tear-down)

- A) Vendors are responsible for all necessary labor and setup duties during staging. Event staff/volunteers are not and will not be allowed or permitted to assist vendors.
- B) Vehicles permitted into food court up to one (1) hour during the following times (only):
Sunday (July 3, 2016) from 9:00am-3:00pm
- C) For the safety of Event visitors, staff and vendors staging directions must be respected.

V. Acceptance

- A) Initial here to show acceptance of Food Vendor Regulations for Red, Rhythm & Boom: _____

Liability Release and Indemnity (Hold Harmless) Agreement

The _____ shall indemnify, hold
(Name of Organization)

harmless and defend the City of Mason (OH) and SuperGames their elected and appointed officials, all employees, agents, all boards, commissions, and all volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including any attorney fees which the City of Mason, their officers, employees, agents, all boards, commissions, and volunteers may incur or be required to pay, arising out of or by any act or omission on the part of the user, while conducting business at the Mason Red, Rhythm, and Boom event, or while I am engaged in other Mason Red, Rhythm, and Boom activities. I understand that the City of Mason and SuperGames are NOT liable or responsible for my organization in any way of injuries sustained, damages incurred or accidents occurring to my organization or its patrons during the Red, Rhythm, and Boom event.

In connection with this event, _____ shall obtain
(Name of Organization)

Commercial General Liability Insurance Coverage, including products & completed operations, bodily injury, property damage, and personal & advertising injury in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence. Said policy shall be endorsed to contain the following:

- The City of Mason, 6000 Mason Montgomery Road, Mason, OH 45040 and SuperGames 535 B Lakeview Plaza Blvd., Worthington, Ohio 43085, their respective elected and appointed officials, employees, agents and volunteers shall be covered as Additional Insureds.
- Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing or excess.

A Certificate of Insurance verifying the required coverage must be presented to the City at least one week in advance of the event. The City reserves the right to require complete policies, including endorsements, required herein at any time.

The Release and Indemnity Agreement is given in consideration of participation in the Mason Red, Rhythm, and Boom event and shall include any and all expenses incurred by the City of Mason and SuperGames as a result of any such liability claims, actions, demands, and/or judgments, etc., including but not limited to attorney's fees and any costs associated herewith.

I, _____, (authorized representative) am at least eighteen (18) years of age and I have read and understand the preceding statements, releasing the City of Mason and SuperGames from any and all liability related to my organization's participation and/or involvement in the Red, Rhythm, and Boom event.

Authorized Representative's Name (please print)

Authorized Representative's Signature & Date

Authorized Representative's Name (please print)

Authorized Representative's Signature & Date

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2016 City of Mason Red, Rhythm & Boom July 3, 2016

Checklist

In order for your application to be accepted and considered, it MUST be accompanied by ALL required forms. Before mailing in your application, please make sure you have included the following:

- _____ Food Truck or _____ Food Vendor Requiring a Tent and Hard Surface
- _____ Food Vendor Application, Agreement and Deposit (\$100.00)
- _____ Electrical requirements as listed
- _____ Certificate of Insurance naming City of Mason and SuperGames as additionally insured **OR**
- _____ Request for *Special Event Insurance* (made payable to City of Mason and due by June 15, 2016)
- _____ Copy of State of Ohio Food Service License or Temporary Food License from Warren County Combined Health District
- _____ Enclosed photo of booth or Food Truck presentation
- _____ Food Description
- _____ Fees
- _____ Indicate and apply for quantity of booth(s) according to tent/trailer needs:
_____ 20 x 30 space \$400
- _____ Total Fees Due Upon Acceptance
\$ _____

Credit/Debit Card Authorization

User Name _____
Type of Credit Card Visa _____ Mastercard _____
Complete Credit Card # _____ Exp Date: _____
3 digit number on back of card (Visa/Mastercard) _____
Signature _____

Note: All necessary paperwork, application(s), checks (including money orders) are due by April 15, 2016 and must be mailed to Food Court Manager c/o SuperGames. All remaining fees must be paid by June 1, 2016.

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RED RHYTHM & BOOM

MUSIC | ACTIVITIES | FOOD | FUN | FIREWORKS

A N D Y G R A M M E R

Featuring
Multi-Platinum
Artist



Opening
Performance By
ANDREW RIPP



SUNDAY, JULY 3, 2016

4:00 p.m. to 10:00 p.m.

MASON MUNICIPAL CAMPUS

6000 Mason-Montgomery Road, Mason, Ohio 45040 • Visit imaginemason.org

