

SuperGames

Activities • Events • Atmosphere

535 B Lakeview Plaza Blvd • Worthington, OH 43085 • (614) 846-8946 ext 308 •
Fax: (614) 846-1794 • www.supergames.org • kyoungpeters@supergames.org

The City of Mason is celebrating the anniversary of our nation's independence with the patriotic event Red, Rhythm & Boom for the community to enjoy! The event will feature kids' zone activities, a new extreme activity area including a 300' zipline, entertainment, music, food, fireworks & more! The City of Mason is excited to announce that multi-platinum artist Phillip Phillips will headline the evening's event. We are expecting large crowds for this celebration and hope that you will choose to highlight your business by joining in the fun!

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

Please submit all questions or comments to Kelli Youngpeters kyoungpeters@supergames.org, SuperGames Representative & Food Court Manager. Please submit applications and payment to Sarah Stevenson sstevenson@supergames.org, SuperGames Representative.

Who is eligible to be a food vendor?

Applicants must...

- Have **all** necessary licenses and insurance.
- Be year-round and or seasonal operation with proven festival and similar event experience.
- Be self-sufficient; contain a 3 compartment sink for washing/ rinsing/ sanitizing, adequate refrigeration, full provision of power utilities including electrical, LP gas or a portable quiet power generation unit (Eu Inverter Generators only), a portable water holding tank and a liquid waste disposal system.

Where/ How do I apply?

The attached application is the only application that will be accepted. Full and complete applications must be received by May 15, 2017. 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/ set-up/ layout with completed application.

This agreement contains proprietary information of SuperGames. It is intended solely for the information and use of parties participating in the event herein (2017 Red, Rhythm & Boom). Such proprietary information may not be used, reproduced, or disclosed to any other parties for any other purpose without expressed written permission of SuperGames.

When and How are Vendors selected?

All applications will be reviewed and participants will be selected on or before May 20, 2017 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, 2017, 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 previous relationship with the City of Mason.
- A Vendor is a Mason business and located in the City of 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 and reasonable pricing.

Important Dates:

April 1 st	Food Vendor applications posted to www.imaginemason.org
May 15 th	Applications must be postmarked for submission*
May 20 th	Vendors will be accepted and notified via email. Decline notifications will be sent to Vendors that were not selected.
June 1 st	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 15 th	Special Event Coverage Insurance payment due (if specified by application)

**Applications submitted after May 15, 2017 will be issued a \$30 late fee due upon approval.*

Fees:

20 x 30 space- \$400 Includes one assigned parking space for Vendor's personal vehicle for duration of entire event (allotted space is standard public parking space 18 x 9).

What items may be sold by Food Vendors?

Your menu will be restricted to approved items only. Please do not bring items that have not been approved by the 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. The City of Mason will be the sole provider of refreshments at the event. They will be selling bottled water and Pepsi products and will be raising funds for a local charity. **Food Vendors shall not sell any soda, water or brand-named containers (including but not limited to Monster, Red Bull, Gatorade, etc.)** 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.



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Food Vendor Application Information
Application Deadline: May 15, 2017
City of Mason Red, Rhythm & Boom
July 3, 2017

Late or incomplete applications (postmarked after May 15, 2017) will be assessed a \$30 late fee upon approval if accepted. You may email your application to: sstevenson@supergames.org or print and mail to Sarah Stevenson, SuperGames, 535 B Lakeview Plaza Blvd., Worthington, OH 43065
Attention: Food Vendor Application.

Please type or print 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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Fees

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

Note: Size cannot be changed after application is submitted, unless approved by Food Court Manager. Includes one assigned parking space for Vendor’s personal vehicle for duration of entire event (allotted space is standard public parking space 18 x 9).

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 in the Mason Bucks Program? (*For more information please see Section II item (d) of the Food Vendor Regulations*)

YES: _____ NO: _____



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Food Vendor Regulation
City of Mason ~ Red, Rhythm & Boom July 3, 2017

I. Vendor General Requirements

- a. Please identify what type of application you will be serving from
Tent: _____ Food Truck: _____
- b. 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: _____
- c. Is a tent required? Is an awning utilized?
If yes to either, please provide size (width and length) and a brief description:

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

- f. All tables, chairs, tents, supplies and everything needed for booth to be provided by vendors.
- g. Food Court Manager reserves the right to locate or re-locate booths according to the needs of the event.
- h. Do you intend on bringing a generator? Yes: _____ No: _____
If yes, please state the decibel reading: _____
- i. Food vendor license and proof of Insurance with SuperGames and the City of Mason as named insured. Enclosed now: _____ or _____ to be mailed to SuperGames by May 31, 2017.
- j. If any food vendor cannot provide insurance meeting the requirements specified in the Liability Release and Indemnity (Hold Harmless) Agreement, including naming of the City of Mason and SuperGames as additional insured, 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, 2017 (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.

- k. Please provide photos of your set-up from previous festivals or events. Photo(s) must show set-up as it will be displayed at Red, Rhythm & Boom.

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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 **only** be sold by The City of Mason staff/ employees 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 food and non-alcoholic beverages to participating food vendors. Please identify on the application if interested. Mason Bucks to be redeemed at the conclusion of the event by participating food vendors from Food Court Manager. Payment for Mason Bucks will be mailed to participating food vendors after the event or paid via credit card. Participating food vendors will be required to display a sign identifying them as a Mason Bucks participant. The 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 a later date:*
 1. Ice
 2. Water
 3. Soft Drinks
- f. Festival Date and Time (rain or shine) **Monday, July 3, 2017 4:00PM – 10:00PM EST**

III. Confirmation

- a. Upon receipt of applications (including current license(s), certificates 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, 2017.**
- b. Vendors will received complete staging instructions (including on times, parking/ parking pass, set-up and tear-down requirements, etc.) via email no later than June 26, 2017.
- 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, 2017.
- e. Late or incomplete applications (postmarked after May 15, 2017) 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 set-up 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**: Monday, July 3 from 10:00AM – 3:00PM
- c. For the safety of Event visitors, staff and vendor 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 harmless and
(Name of Organization)
defend the City of Mason, OH and SuperGames their elected and appointed officials, all employees, agents, all boards, commissions and all volunteers against 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 of omission on the part of the user, while conducting business at the Mason Red, Rhythm & Boom event, or while I am engaged in other Mason Red, Rhythm & 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 & Boom event.

In connection with this event, _____ shall obtain
(Name of Organization)
Commercial General Liability Insurance Coverage, including products & complete 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 Lakeview Plaza Blvd., Worthington, OH 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 of Mason 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 participating in the Mason Red, Rhythm & Boom event and shall include any and all expenses incurred by the City of Mason and SuperGames from any and all liability claims, actions, demands, and/ or judgements, etc., including but not limited to attorney's fees and any costs associated herewith.

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

Authorized Representative's Name (please print)

Authorized Representative's Name (please print)

Authorized Representative's Name (please print)

Authorized Representative's Name (please print)



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**City of Mason Red, Rhythm & Boom
July 3, 2017**

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)
- _____ Certificate of Insurance naming City of Mason and SuperGames as additionally insured

OR

- _____ Request for Special Event Insurance, payable to City of Mason and due by 6/15/2017
- _____ 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, 2017 and must be mailed to Food Court Manager c/o SuperGames. All remaining fees must be paid by June 1, 2017.

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