Food Vendor Information  
University District StreetFair 2016

Thank you for joining us for our 47th Annual University District StreetFair! We are pleased to welcome both new and returning food vendors to this year’s fair and hope that you have an enjoyable and profitable weekend. Below, please find important information on the 2016 StreetFair. If you have any questions, please do not hesitate to contact us at admin@udistrictstreetfair.org or (206) 547-4417 (leave a message—we’re often out of the office!).

Load-In
Load-In Time: **Friday, May 20 1:00 – 5:00 PM:** 42nd Street and 47th Street Food Court Vendors  
**Saturday, May 21 6:00 – 9:00 AM:** Vendors located on University Way  
**Saturday, May 21 Food Trucks:** Specific Load-In Time found on load-in pass
Load-In Pass: You will need the attached pass to drive onto the grounds so please bring this with you!
Load-In Map: Please see the attached load-in map and ensure that you enter into the correct gate from 15th Avenue NE.
Load-In Rules: Please drive to your space, unload your materials, and go park your vehicle prior to setting up your booth. This allows space for other vendors to unload! All vehicles must be off the grounds by 9:00 AM in preparation for a 10:00 AM start time.
Your Space: You can find your booth space using the included Vendor Map. Remember, your space does not include use of the sidewalk or any other area outside of your specified footprint. Keep the sidewalk and the street clear around your booth. If you are asked to move items outside your footprint, please do so immediately. Failure to do so may result in the loss of your security deposit.

Permits
Health Permit: You must have your Temporary Health Permit to participate in StreetFair. This form must be submitted at least 14 days prior to the event. You can submit the application online at www.kingcounty.gov/healthservices/health/ehs/portal.aspx.
Fire Permit: A Seattle Fire Department Permit may be required. There is a late fee if you wait until within 10 days of an event to get your permit, so please take care of this now. Fire Permit Forms are available online at www.seattle.gov/fire/fmo/specialevents/sehome.htm.
Insurance: If you are serving or sampling food at the StreetFair you are required to provide proof of insurance, naming University District Service Fund dba. The U District Partnership as additionally insured. You will not be allowed to setup at the fair if you have not provided this.

Recycling/Garbage/Compost
Compost: The City of Seattle has banned the use of polystyrene containers so, in an effort to “Go Green,” the StreetFair is requiring that our food vendors use compostable containers and utensils. We will be certifying this at the beginning of the fair with each food vendor. You must use products that are approved by the City of Seattle and Cedar Grove Composting (see enclosed flyer for more information).
Disposal: During and after the fair, you are required to use StreetFair receptacles only! We provide compost bins, trash cans, and recycling bins for your use. These will be emptied regularly by our staff. Do not use the garbage, recycling, or compost bins of our local businesses as these are private property and illegal dumping may cause you to lose your security deposit.

Ice & Beverage Purchase
NEW No ice will be available for purchase on the StreetFair event grounds this year.
Coca Cola The University District StreetFair has entered into an agreement with Coca-Cola to be the sole beverage supplier for the festival – please read the enclosed letter carefully.

Security Deposit/Cleaning
Deposit: All food vendors are required to provide a security deposit of $300.00 prior to the fair. Your deposit will be held, un-deposited, pending your successful completion of StreetFair. Your security deposit may be kept if you do not follow StreetFair rules.

Cleaning: It is your responsibility to keep your area clean. If you have a spill, please notify our staff immediately so that we can assist you in clean up as time allows. Remember: You are required to place a ground covering under your food booth setup!

Commission – Food Vouchers Only
Vouchers: The StreetFair does not charge any commission on your sales but we do require that you honor our Staff Food Vouchers. We will create these food vouchers for staff and volunteers and will provide no more than 10 vouchers per day for each food vendor. If you would like to confirm the validity of the voucher, please feel free to call our event manager, Lea McKee during the fair (360-319-4829). The item that you provide for the voucher and its value is at your discretion, though typically vendors choose an item between $5-10. Thank you in advance for honoring these vouchers for our hard working team!

Fire Extinguishers/Lane
Extinguishers: Extinguishers are required for all cooking operations regardless of whether or not a permit is required. The Fire Department will be on site on Saturday and if you do not have your fire extinguisher at that time, you will not be permitted to participate in our event until you have acquired one. Any fees incurred for extra fire department trips to the site will be charged to you. The following types of fuel or operations require specific fire extinguishers as noted:

- Charcoal or Wood BBQ
- Propane, Butane or Natural Gas
- Deep Fat Frying (Heated using electric, propane, or other)

  Minimum U.L. Rating of 2A 20Bc
  Minimum U.L. Rating of 2A 40Bc
  U.L. Rated for Class “K” (in addition to the fire extinguisher required for the source of heating being used)

Fire extinguishers must be affixed with a tag that indicates they have been serviced within the past 12 months. Exception: New fire extinguishers (those purchased within the past 12 months) may pass inspection by having the receipt showing the date of purchase taped or otherwise attached to the extinguisher.

Fire Lane: Our permit requires that we keep a 20 foot fire lane at all times. You may not display items or set up coolers/racks/other in front of your booth.

Parking & Hotels
Local Lots: Coordinating parking is your responsibility! A map of local lots is enclosed.
Hotels: Local hotel information has been provided.

Thank you for your help and cooperation as we work to make this the Best StreetFair Ever! We appreciate your efforts and look forward to working with you at this year’s fair. As always, please do not hesitate to contact us with any questions or concerns.

If you have questions or concerns prior to the event please contact us in our office at: admin@udistrictstreetfair.org or 206-547-4417 (leave a message – we’re often running in and out of the office to prepare for the fair!).

If you have questions or concerns during the event (May 21 - 22) please contact us via cell phone, as we will not be in the office to respond to emails or calls to our landline.
Elizabeth McCoury (CEO) 757-788-1510
Lea McKee (Event Manager) 360-319-4829

L. Elizabeth McCoury
President & CEO
Lea McKee
Event Manager
Parking Map for the U District StreetFair 2016
StreetFair does not provide or guarantee parking. Parking is your responsibility.

Parking Contact Info
UDPA: (206) 527-7006  www.udpa.org
Diamond: (206) 729-0241  www.diamondparking.com
Food Vendor Rules

Please read these carefully as some rules have changed

1. All Vendors must stay in the perimeter of their assigned spaces. There is absolutely no storage space available adjacent to the booths or behind the booths. The only thing that can go outside of the dimensions of you booth is you! Plan your layout accordingly.

2. If you are a vendor who requires more than a 10’x10’ footprint to accommodate your inventory, cooking work area or equipment, you must arrange for additional booth space in increments of 10’x10’. (This includes trailer hitches!) Please make sure this is done during the application process as last minute additions may not be accommodated close to or during the opening of the Fair.

3. Vendors are responsible for providing all booth structures which must be suitable for outdoor use. Booth structures and signage must be structurally sound, clean and professional in appearance. All canopies must be weighted down– It can get windy! If you are not properly weighted you will not be allowed to open until proper weights are secured.

4. Food vendors are required to place a tarp or other covering under their work area to avoid grease and other ingredient spills.

5. StreetFair will supply waste disposal, recycling and compost receptacles– It is illegal to dump trash or cardboard in the alley dumpsters.

6. Please comply with City of Seattle plastic bag/compostable rules (www.seattle.gov/plasticbagban). All serving utensils, plates, cups must conform with the City of Seattle’s recyclable materials guidelines. No Styrofoam is allowed.

7. All vendors must obtain a Special Event Food Permit from the Health Department, and if cooking ,a Special Event Fire Permit appropriate to their type of cooking (ie. flame or propane). Food vendors are also responsible for having the appropriate fire extinguisher for their type of cooking in their booth at all times. Permits must be acquired before you will be permitted to load in.

8. All Food Vendors must provide a certificate of insurance by May 1st naming University District Service Fund dba The U District Partnership.

9. The U District Street Fair reserves the right, if circumstances demand, to change the location of allocated space.

10. No generators are allowed at StreetFair. Arrangement for electricity can be made on the following page. If a vendor needs to add electricity after May 1st the price will increase and we cannot guarantee that they will be able to get their order fulfilled. Please email admin@udistrictstreetfair.org as soon as possible if changes need to be made.

11. Booths must be set up and open for business from 10am to 7pm Saturday and 10am to 6pm on Sunday. No early closure allowed. Early closure will result in the forfeiting of your deposit.

12. Sponsors’ exclusivity rights must be honored by vendors. We will make vendors award of contracts to be honored during the fair weekend.

13. All StreetFair fees are due in full by February 29, 2016 to secure your space at the Fair. If payment is not received in full by February 29, 2016, your space will be given to another vendor. No refunds will be provided following February 29, 2016.

14. Any vendor who refuses to follow the rules will be escorted off the Fairgrounds. Their fees will not be refunded and they will not be invited back in subsequent years.

15. The U District StreetFair is alcohol and drug free. If a vendor is under any influence while at the Fair they will be escorted off grounds without a refund and not invited back to any U District Partnership events.

16. All vendors must adhere to on-site decisions of the StreetFair Production Manager.

I hereby release and discharge University District StreetFair, The U District Partnership, City of Seattle, all sponsoring organizations, their directors, officials, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage that may arise out of or in conjunction with my participation in the University District StreetFair. The Fair will not be held responsible for any injury sustained by exhibitors or in space designated for exhibits. Furthermore, I understand that I store my food, related goods and supplies at my own risk and University District StreetFair cannot be held responsible for possible loss or damages.

University District StreetFair reserves the right to remove any artist or vendor from the present or future festivals for breach of the written participation rules, the laws of the State of Washington, or for disruptive or abusive behavior. I have read the above rules and regulations and will abide by them throughout my association with the University District StreetFair.
April 6, 2016

University District StreetFair
Seattle, Washington

Dear Vendors,

We at Coca-Cola of Bellevue are pleased to announce that we will be the official soft drink sponsor for the University District StreetFair. This entitles you to purchase 20oz bottles by the case for sparkling & still drinks. We would recommend you retail them at $3.00 each. Only 20oz Coke products can be retailed at this event (with the exception: homemade lemonade, iced tea, coffee). **No 12oz cans are allowed to be sold** at the University District StreetFair. **All 20oz beverages must be purchased from Coca-Cola of Bellevue** and we will be on site at the event all weekend.

Please contact me if you are planning on serving beverages at the University District StreetFair so that I can set up your outlet prior to the event. All invoices will be paid at the end of each day unless you have a charge account set up with us. Please note, you still have to set up a new outlet if you’ve never participated in this type of event with our location, even if we currently service you at your place of business.

Coca-Cola will have a truck parked on site and will have sales people circulating for restocking purposes both days of the event. We will provide Coca-Cola barrels (at no cost) for the merchandising of our product.

Products available this year: case cost of 20oz soda = $23.28; 20oz Dasani water = $15.36
Classic Coca-Cola
Diet Coke
Coke Zero
Sprite
Barq’s Root beer
Fanta Orange
Dasani Water

We look forward to serving your needs. Please call me @ 425.516.9664 with any questions.

Thank you.

Debbie Rebman
Market Development Manager – Event Coordinator
(425) 516-9664 (voice mail) Classified - Internal use
(425) 452-8975 (fax)
Great Hotels for StreetFair
Saturday May 21st and Sunday May 22nd

Residence Inn - Marriott
(206) 322-8887
4501 12th Ave NE

Hotel Deca
(206) 634-2000 4507
Brooklyn Ave NE
www.hoteldeca.com

Travel Lodge
(206) 525-4612 4725
25th Avenue NE
www.travelodgeseattleuniversity.com

Silver Cloud Inn
(206) 526-5200
5036 25th Ave NE
www.silvercloud.com/09home.htm

University Inn
(206) 632-5055 4140
Roosevelt Way NE
www.universityinnseattle.com

University Motel
(206) 522-4724 4731
12th Ave NE
www.university-hotel.com

Watertown
(206) 826-4242
4242 Roosevelt Way NE
www.watertownhotel.com