

### Application Deadline, Acceptance Notification, and How to Apply

- Applications are due by **Wednesday, February 15th, 2023.**
- You will be notified by **Wednesday, March 1, 2023** if you have been selected, food options selected, and the dates we would like to have you participate.
- If selected, your payment, insurance, and licensing will be due **Wednesday, March 22, 2023.**
- Once selected, an agreement will be sent to you on along with an invoice for \$125.00 per participating event. You will also be asked to provide proof of insurance and city license, and a cleaning deposit check of \$125.00 that will be held until the end of the season and returned to you if you have complied with all of the regulations listed in the agreement.
- There will be no refunds issued once accepted to the event unless the event is canceled day-of by Levitt at the Falls due to weather or other extenuating circumstances, refunds of the \$125 vendor fee will be granted to scheduled vendor.

### Event and Logistical Information

Levitt at Falls regularly welcomes 3-4 food vendors at each concert event. 50 free concerts will occur over the course of the summer concert season (June-September) on Thursday, Friday, and Saturday evenings in downtown Sioux Falls at the Levitt Shell Sioux Falls located in Falls Park West. Entertainment will consist of live, professional musical performances on the Levitt stage. Estimated attendance is approximately 1,000 - 4,000 attendees per concert event.

- Events will run from 6:00 p.m. - 10:00 p.m. daily.
- Vendor arrival and setup must be completed by 5:00 p.m.
- Vendors must be completely set up and ready for business by 6:00 p.m. and begin tear down promptly at 10 p.m. (Note: Vendors are not allowed to tear down prior to event conclusion).
- Vendors must be prepared for periodic health inspections.
- No vehicles may be set up on the street or sidewalk, only in the designated area.
- Vendors will be given a map prior to the event indicating their set up location.

### Vendor Placement

Placement will be on the pre-specified food vendor pads located on stage right of the facility.

### Beverage Policy

Food vendors will not be allowed to sell or give away commercially packaged beverages such as water, soda, beer, wine or any other alcoholic beverage.

### Vendor Selection Process

Levitt Sioux Falls will select outside vendors based on the following criteria:

- Uniqueness and quality of product
- Reasonable pricing
- Ability to provide product to the customer within 3-5 minutes of ordering, minimal prep time
- Quality of previous experience with vendor at the Levitt
- Attractive and clean set-up and timely tear down
- Priority will be given to vendors who practice sustainable packaging
- Spacing logistics based on size of the different trucks

### Sanitization Procedures

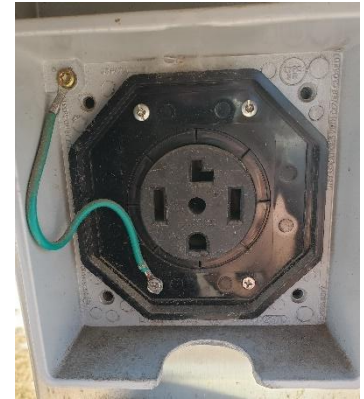
- Vendors must practice food safety protocols established by the Health Department.
- Vendors must supply hand sanitizer for all patrons.
- Vendors must park in designated area and be prepared to carry out all trash.
- Remove all shared condiments and provide take away packets.

### Quality of Presentation/Equipment, Fire & Cleaning Regulations

- All vendors must have a professional presentation, and will be responsible for supplying their own canopy, equipment, garbage receptacle, power extensions and whatever else is necessary for the successful operation.
- Signage and banners need to be clean and professional looking. Signage must include logos approved by Levitt Sioux Falls.
- No charcoal grills are allowed.
- If you are cooking with grease, you must provide your own tarpaulin, which must cover the full footprint of your cooking area. Fee to clean up grease will be invoiced to food vendor owner.
- All vendors that cook anything **must have an ABC fire extinguisher** on hand. All vendors that cook with grease **must also have a Class K fire extinguisher** on hand at the event. A fire inspection may take place. Fire extinguishers must have a current tag.
- All vendors must dispose of their trash and recyclables properly. Garbage receptacles will be provided, but grease and large amounts of food waste must be taken offsite. If your waste will cause the bin to overflow, you must haul trash out with you.
- Styrofoam containers are not allowed at Levitt events – vendors should use sustainable packaging.

### Electricity

- Truck must be equipped with plugs that work with city installed bollards (see photo).
- Each vendor will have access to an electrical pedestal. Each pedestal will include: 1 - 20 Amp, 120 volt GFCI; 1 – 30 Amp, 3 wire 220 volt receptacle; and 1 – 50 Amp, 3 wire 220 volt receptacle.
- Vendors must supply their own heavy-duty extension cords.



### Use of Generators

Only silent generators will be allowed at Levitt events. Because music is the focus of the event, generators that create any sound that disrupts the concert will not be allowed to serve at the venue and any fees paid will not be refunded. Levitt staff holds the right to determine the acceptable sound level of operating generators.

### Insurance and License Requirements

Vendors must have liability insurance for this event. Vendor agrees to **submit a copy of your General Liability Insurance Policy** listing “Friends of Levitt Sioux Falls, Inc.” and “City of Sioux Falls” as **additionally insured, as well as a valid and up-to-date Mobile Food Vendor License with the City of Sioux Falls at time of payment.** No one will be allowed to vend without this proof of liability.

### Fees Summary and Food Voucher Expectations

- One \$125 cleaning deposit per season. Check will be held and returned at the end of the season if you have complied with all of the regulations listed in the agreement.
- \$125 vendor fee per concert.
- Up to \$50 in complementary food vouchers per concert for each truck to be issued to our volunteers and opening act artists. Levitt at the Falls will create and distribute up to \$50 in \$5 vouchers to the volunteers/artists participating at the lawn that day. These will be dated and marked accordingly per vendor and are only good for the day of performance.

### Agreement to Guidelines

Vendors agree to abide by the above guidelines per signing page 1 of the **Levitt at the Falls 2023 Food Vendor Application.**