

presented by 

Broad Appétit - Food Vendor Application

On Sunday, June 2, 2019, we will welcome 40,000+ guests to partake in the 12th annual Broad Appétit food festival. Once again the event will feature Richmond's finest independently owned culinary establishments, specialty food vendors, local farmers, growers and bakers. There will be all manner of cuisine (from local to international), food demonstrations, food competitions, children's activities, music and more. The event will be promoted through print, and radio campaigns; the event website (www.broadappetit.com) and other social media efforts. Hosted by Downtown Neighborhood Association, Broad Appétit continues to benefit FeedMore.

Eager to build on the momentum created from the successful 2018 event, we're excited to invite you to join us on THE street in downtown RVA. To insure Broad Appétit maintains its reputation as *the best food festival ever*, please consider the following:

- Think outside the box with your food options! Remember you are showing off your Sunday best and trying to encourage folks to come try more!
- Establishments may choose one of four serving options: (a) 1 savory dish; (b) 1 savory dish & 1 healthy dish; (c) 1 savory dish & 1 dessert; (d) 1 savory dish, 1 health dish & 1 dessert dish. **Everyone needs to serve a savory dish in the least.**
- Each dish, savory, healthy or sweet, will still be priced at \$4/sample. **THIS IS A CHANGE**
- Combination plates (dish [savory or healthy] and dessert) will be \$6/plate. **THIS IS A CHANGE**
- A **minimum of 900 servings is required** - you may certainly bring more. Do not run out halfway though the event; you cannot leave if you are out.
- Sample sizes of approximately 1/4 cup or 4 ozs. is recommended, however, final determination is left up to each chef. Larger than a sample size portions may disqualify you from the competition.
- Please make sure your offerings are clearly labeled on or near your tent in a menu board fashion.
- We are encouraging all establishments to GO LOCAL by using local food sources.
- Checks can be made out to Echelon Event Management (NOT BROAD APPÉTIT) or you may pay on-line through paypal.

As a participating restaurant, you'll receive:

- 10' x 10' tent + (1) 6' table OR 10'x20' tent + (2) 6' tables
- nearby permitted street parking (one vehicle only)
- biodegradable plates, bowls, sporks and napkins for 1000 servings
- access to ice at \$6/bag
- containers for the judging portion

As a participating restaurant, you agree to provide:

- your logo for the website
- at least 1 dish with a minimum of 900 portions
- back of house serving ware (please see Zero Waste Guidelines)
- space decoration - The best decorated booth will receive a prize!
- a "viewing" plate at your booth (a visual of your dish for participants)
- cash at booth (you are responsible for bringing and handling your own cash)
- beverages - you may offer any type of beverage other than alcohol
- proper health permitting documentation (**must submit by April 15th**)
- a Certificate of Insurance covering the Downtown Neighborhood Association, Echelon Event Management and City of Richmond as additionally insured (**must have by May 15th**)
- anything required by the health department (per their application)
- **IF YOU ARE DOING ANY FORM OF COOKING THEIR MUST BE A FIRE EXTINGUISHER IN YOUR SPACE.**
- groundcover where any cooking will be occurring
- a sustainable and green booth per the ZERO WASTE Guidelines

We are unable to provide the following:

- power (no generators will be permitted under any circumstances)
- running water

**BROAD APPETIT ZERO WASTE GUIDELINES:
(PRIMARILY FOR FOOD VENDORS BUT ALL VENDORS SHOULD ADHERE TO GREEN PRACTICES IN THEIR BOOTH)**

As the state’s largest food festival, Broad Appétit takes it’s impact on the environment seriously and thus leads the way in green event practices. Since it’s inception, the event is proud to be a Certified Virginia Green Travel Event through Virginia Green Travel Alliance, and has won awards for it’s efforts. Since day one, organizers have provided compostable servware for all restaurants to insure that 2 million plates, bowls and sporks went to a commerial compost facility, along with food waste, to be repurposed into rich soil for gardens across the region. Did you know the event also:

- Recycles
- Bans generators
- Bans styrofoam
- Collects cooking oil on site to be recycled
- Provides free water filling stations
- Sells Klean Kanteen reusable tin cups and steel straws
- Distributes minimal paper maps, implementing on-line map in 2019
- Re-uses as much signage as possible
- Uses litter-free and biodegradable wristbands
- Purchases carbon offsets for energy used
- Promotes Zero Food Waste

And we are about to kick it up a notch as we work toward a ZERO WASTE goal in 2021!

We cannot stress the importance of source reduction and waste minimization as a first step when planning a zero waste event. This is the main reason we provide the bulk of what is being used on the street through the restaurants. With the increased availability of biodegradable products and prices being reasonable, it’s never been easier to go the next step. Start by taking an inventory of all of the items you will need for your booth for items the event does not provide. Next, explore green, biodegradable alternatives (see sources below). Please stop before you bring in any other disposables. And if you must, make sure that you have explored every composable option. If you have trouble locating something specific, please reach out and we can try to help.

Contamination of recycling and composting containers by Vendors is a huge problem at our event. Please be part of the solution and not the problem. We have wonderful Green Team Volunteers that are working to help make this a ZERO Waste Event. If you bring in non-compostable and non-recyclable items, you are making their job incredibly hard. **PLEASE, PLEASE, PLEASE do your part.**

Virginia Green Certified Restaurants & Partners

Already Certified? Let us know and receive a \$25 discount off your booth rate (we provide a promo code to use at registration once membership is verified).

Want to Get Certified? Not certified yet, you can become certified by clicking [HERE](#) or on the decal below.

Commitment Level: For those facilities that have Recycling in place, have eliminated Styrofoam and are pledging to do more moving forward.	Fully-Certified Level: For those facilities that have fully-embraced Recycling and other sustainable practices as part of how they do business.
1 page application	10 page checklist
\$50 fee every 2 years	\$75 fee for 2 year certification
Program announces your certification and you get to promote yourself as a green-certified restaurant / partner.	Program announces your certification and you get to promote yourself as a “fully-certified” green-certified restaurant / partner.
Show Your Certification by mounting your Virginia Green Placard on your Event Space / Table.	Show Your Certification by mounting your Virginia Green Placard on your Event Space / Table.



FOR MORE INFORMATION ON THE VIRGINIA GREEN CERTIFICATION PROGRAM CONTACT:
 Tom Griffin, Executive Director
 Virginia Green Travel Alliance
 VirginiaGreen@Virginia.org; www.VirginiaGreen.net

BROAD APPETIT ZERO WASTE RULES FOR ALL VENDORS

- NO styrofoam
- Utensils - Plastic utensils are absolutely NOT recyclable. Only those that are compostable are allowed.
- RE-USABLE steel pans and utensils
 - serving pans - re-usable steel, not aluminum
 - spatulas, tongs - re-usable steel, not plastic
- plastic wrap - compostable option
- cardboard - break down and recycle
- NO PLASTIC STRAWS - paper or straw only
- cups/lids - compostable option
- condiment cups/lids - compostable option
- tasting spoons - compostable option
- provide condiments in bulk. Do not use single-use serving packs because they completely make recycling and composting very difficult.
- plastic wrappers/baggies - compostable or paper
- plastic clamshells - compostable option
- food safe gloves - compostable option
- plastic shopping bags - compostable or paper
- all paper towels and napkins are compostable, unbleached are preferable



We will provide ECO Stations solely dedicated to vendors on each block, reminders in your booth and access to appropriate bags. AT YOUR BOOTH, please use:

- BLACK GARBAGE BAGS – to collect non-recyclable, non-compostable items
- CLEAR/BLUE BAGS - to collect recyclables at your space
- If you are collecting food wastes, please keep all plastics, gloves, straws out of this material

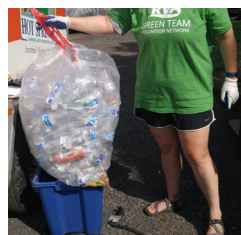
Green product resources

<https://www.webstaurantstore.com/green-restaurant-supplies>

<https://www.biogone.com.au/product/biogone-landfill-biodegradable-cling-wrap-bpa-free/>

<https://www.amazon.com/6110PF-Biodegradable>

<https://www.clearbags.com/bags/eco>



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IS FOR
LOVERS**



INSURANCE:

Each individual vendor setting up on city property is required to maintain a comprehensive public liability insurance policy for personal injury or death and for property damage during their time at the specific event. Insurance is required with minimum policy limits of one million dollars (\$1,000,000.00) for bodily injury or death to one or more persons in any one accident or event, and fifty thousand dollars (\$50,000.00) for damage to property resulting from any one accident or event.

The policy must include naming the Downtown Neighborhood Association, Echelon Event Management and the City of Richmond, its employees, agents, volunteers and officers additional insured as pertains to the insured's participation in Broad Appétit.

VENDOR'S EQUIPMENT:

- The Vendor shall provide a fully charged and UL approved Fire Extinguisher in any tent or constructed booth used by the Vendor during the hours of operation.
- All equipment must meet all Virginia Occupational Safety and Health standards.

FIRE SAFETY REQUIREMENTS:

Cooking:

- All cooking appliances or any devices with open flames or heating elements must be on the outer edge of the tent, preferably the rear or sides of the tent.
- Tent flaps/side curtains may not be down while cooking appliances are in use.
- Vendors must take safety precautions to keep the public from accessing hot cooking surfaces, open flame/heating elements, steam tables or other cooking areas. They may use tables, screens, etc.
- Trailers with a range hood system are required to have a 40BC extinguisher.
- Do NOT wash down greasy equipment such as deep fat fryers on-site causing waste run off into the storm drains and sidewalk areas.
- Dirty cooking equipment shall not be washed over the storm drains, with hoses in the street or in the middle of walk ways.
- Charcoal grills shall be used outside the tent area and on a flat, stable non-combustible surface. Cooking tents must have either a 40BC or K type extinguisher location accessible and visible to all occupants of the tent for immediate use.
- All areas with "pig cookers" shall have a fire extinguisher. The extinguishers must have current inspection tags and be operational. Newly purchased fire extinguishers may use the sales slip to show an inspector that they are within code.

Tanks:

- LP tanks must be kept 10 feet away from cooking appliances or ignition sources with relief valves directed away from the interior of the tent. All LP connections must be "leak tested" before lighting appliances. The use of long matches or electric matches is recommended to light appliances. Cooking appliances must have the 10 ft propane lines on them. No other type may be used.
- All compressed gas containers must be secured against falling. (Tie down, tie together, inside a container, rack or secured to a post). The tanks must be on a firm, stable, flat surface. LP appliances may not be unattended while in use.

DEPARTMENT OF PUBLIC HEALTH:

- Overhead Protection: All food preparation and service as well as cooking and washing equipment shall be located inside a permanently covered cart or trailer or protected from overhead debris by a tent or temporary membrane structure. For temporary membrane structures, you must have flame retardant certificate on-site.
- Potable Water Source: MUST BRING IN. Food-grade hoses with appropriate backflow devices are necessary if accessing a City water supply. Well water is not considered a potable source without a recent acceptable bacteriological result from a certified laboratory.
- Hand washing Station: A hand washing station is required in a location immediately accessible to the food handlers. Heated running water, hand soap, paper towels, and wastewater catch basin must be provided at the hand washing station.
- Refrigeration/Hot Holding: Sufficient refrigeration and hot holding facilities shall be provided and include metal stem thermometers.
- Food/Ice Protection: All food and ice shall be protected as follows:
 - Covered and stored off the ground & served with long-handled utensils or scoops
 - Protected from customers by at least 30" separation. No self-service buffets or condiments allowed.
- Utensil Washing: Three (3) separate bins, ample enough to submerge the largest piece of equipment for washing/rinsing/

sanitizing, must be provided and kept under cover. Hot water is required for washing utensils, etc.

- Sanitizer: Chlorine bleach or quaternary ammonium tablets with corresponding chemical test kit shall be provided. A wiping cloth bucket should be provided with a sanitizer solution.
- Hair Restraints: Hair restraints shall be worn by all food service workers.
- Solid and Liquid Waste Disposal: Waste water shall not be dumped on the ground or in drains. Vendors must collect waste water in covered containers and remove from site.
- Ground Cover: Food vendors must supply a ground cover under all equipment and food service operations. The Fire Department has approved the use of roofing felt paper for this purpose. Combustibles such as grass carpet, paper products, hay, straw, and wood shavings are not acceptable for use as ground cover. Concerns involving unique cooking equipment where the open flame or heating device is close to the ground should be addressed to the Fire Department.

PROFESSIONAL CONDUCT AND CONCESSION APPEARANCE:

No activities in violation of federal, state, or local laws shall be permitted on the premises; and it shall be the responsibility of the Vendor to enforce this provision. No lewd or indecent actions, conduct, language, pictures, or portrayals shall be included in the activity presented by the Vendor on the premises; and nothing shall be presented, used, or sold that is contrary to law or prohibited by ordinance of Event Organizer of Richmond.

LICENSE, PERMITS, TAXES, FEES:

The Vendor shall obtain, at his own cost, any license or permits as may be required by law, and shall pay all taxes, fees and charges prescribed by Federal, State, and local laws, ordinances, and regulations in connection with Vendor's use of the premises. Vendor shall meet the requirements of the Commissioner of the Revenue and Department of Public Health for participation in a special event.

COPYRIGHT INFRINGEMENT ACTIONS:

Should Vendor present or allow the presentation of any composition, work, or material covered by copyright, or furnish any product covered by registered trademark, the Vendor agrees to defend, indemnify and save harmless Event Organizer, their agents or employees, for any loss, damage, or expense arising from any claim, allegation or suit for infringement of such copyright or registered trademark.

INSPECTION AND ENTRY:

Event Organizer reserves the right to inspect the premises and Vendor's operation during the term of this agreement and for that purpose its duly authorized representatives may enter upon said premises and Vendor's operation at any time and on any occasion without restriction.

DAMAGE:

Vendors will be held financially responsible for any damage done to any City or event property.

CAUSES FOR AGREEMENT TERMINATION:

- It is expressly understood and agreed that, without prejudice to any rights and remedies that may be available to the Event Organizer, in the event of any breach or failure to perform by Vendor one or more of the terms and conditions of this Agreement, Event Organizer may terminate this agreement by so notifying the Vendor and may refuse to allow the Vendor to take possession of the premises or if Vendor is already in such possession, may stop all activities of Vendor on premises and remove Vendor from the premises. Event Organizer, its agents, or employees shall in no way be responsible for the Vendor for carrying out the actions authorized by this paragraph. The waiver by Event Organizer of any breach of any term contained in this Agreement shall not be deemed to be a waiver of such term for any subsequent breach of the same or any other term. Event Organizer reserves the right to evict any objectionable person or persons from any portion of the facility, and upon the exercise of this option or authority by Event Organizer, its agents or police officers, the Vendor hereby waives any right or claim for damages against Event Organizer or any of its agents or employees.
- Should the premises be made impractical for use by any cause, Event Organizer may, at its discretion, terminate and void this agreement, and the Vendor expressly waives any and all claims for damage or loss of profit or other compensation should this agreement be so terminated.

HAZARDOUS MATERIALS AND SITUATIONS:

Vendor agrees not to bring onto the premises of Event Organizer any material, substances, equipment, or object which is likely to endanger the life of, or to cause bodily injury to or death of, any person on such premises, or which is likely to constitute a hazard to property thereon, without prior written approval of Event Organizer. Event Organizer shall have the right, in its sole discretion, to refuse to allow any such material, substances, equipment, or object to be brought onto its premises and the further right to require immediate removal there from if found thereon.

PROHIBITED PRACTICES:

- No operating on site without ground cover
- No driving on event grounds during event operation
- No fires except in approved grills or containers at approved locations
- No disposal of water, grease or any liquid on street or in drains at any time - except clean ice.
- All grease and liquids (including melted, dirty ice) must be disposed of in proper on-site waste containers
- All ash, charcoal must be removed from site by vendor in covered containers
- All signs, tape, string, decorations, etc., must be removed from tents before leaving site
- No strapping to permanent park fixtures, i.e., benches, trash barrels, light poles and similar items.

EVENT ORGANIZER NOT LIABLE FOR LOSS OR DAMAGE:

Event Organizer shall not be liable for any loss or damage to machinery, equipment, merchandise, paraphernalia, costumes, clothing, booths, stands, exhibit materials, or any other property of the Vendor, or Vendor's agents, employees, patrons, or guests, caused by theft, riots, strikes, civil commotion, fire, acts of God, or any other cause of whatever kind of nature. Event Organizer shall not be responsible for charges or expenses on any materials, merchandise, properties, printed or advertising matter or otherwise, delivered for the Vendor. Event Organizer will not receive materials on behalf of a Vendor.

VENDOR'S RESPONSIBILITIES FOR STRUCTURES/DAMAGES/OPERATIONS AREA:

- Vendor specifically agrees not to move onto or construct, raise or otherwise erect on the premises any tents, booths, buildings, or structures of any kind without the prior consent of Event Organizer, and the Vendor shall be responsible for any damage to the premise and to Event Organizer's property caused by such acts of the Vendor or Vendor's agents, employees, patrons, or guests, whether accidental or otherwise. Vendor further agrees that all properties and decorations brought onto premises will be removed immediately following the activity.
- Vendor shall be responsible for policing and maintaining a neat and orderly appearance in and adjacent to this concession area. To this end, Vendor may provide trash bins as receptacles for its own use and for the use of its patrons, within its premises.

For further information please contact us:

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