

52nd Annual Park City Kimball Arts Festival
Food Truck/Concessionaire Agreement

This year, the 2021 Park City Kimball Arts Festival (PCKAF) celebrates its 52nd annual event on Park City's Historic Main Street. Kick off starts at 5 P.M. on Friday, August 6, and continues through 6 p.m. on Sunday, August 8. PCKAF marks summertime in the mountains for Park City residents, tourists, and featured artists from across the globe. Complete with beer gardens and musical stages, the Park City Kimball Arts Festival is always a fun and exciting weekend for all who attend and participate.

Please take a moment to carefully read the following information. As a concessionaire, you are responsible for meeting the requirements of the Festival, obtaining the necessary permits, and abiding by all Summit County Public Health Department and Park City Building Department codes, rules and regulations. It is our hope that this brief guide will help to answer any questions you may have and prepare you for an exciting and rewarding experience.

FESTIVAL/ARTISAN HOURS OF OPERATION:

- Friday, August 6, 2021 5 P.M. – 9 P.M.
- Saturday, August 7, 2021 10 A.M. – 8 P.M.
- Sunday, August 8, 2021 10 A.M. – 6 P.M.

IMPORTANT DATES

- **Friday, June 11, 2021**
Deadline to Submit - Signed Contract and Concessionaire Fees
- **Friday, July 9, 2021**
Deadline to Submit - Liability Insurance Certificate
Copy of Food Handler's Permit
Promotional Items (logo - hi and low-res versions, company bio, photo)
- **Friday, August 6, 2021, 5am – 3pm**
Concessionaire Set-up
*Specific time to be determined by Arts Festival Operations
- **Sunday, August 8, 2021, 6pm – 9pm**
Concessionaire Strike
Checkout with Utah State Tax Commission

FEES

Participation fee for the entire weekend is \$1,250.00. A \$100.00 site cleaning deposit is also required. Fees are made payable to the Kimball Art Center on or before June 11, 2021. This rate is confidential.

The Kimball Art Center asks that as a selected concessionaire for 2021 Park City Kimball Arts Festival you provide the following items required by Park City Municipal Corporation:

- Fee Payment
- Equipment necessary to prepare/store food
- Tax ID #
- Copy of Business License

- Copy of Health Department Permit (Summit County)
- Copy of Food Handlers' Permit
- Proof of Liability Insurance

FOOD TRUCK SPACE

- Concessionaires will be supplied with a 10' x 15' space delineated by PCKAF staff. All concessionaires will be required to contain their operations, including cooking appliances, point of sale, and storage within their allotted space at all times.
- Concessionaires are required to provide all the necessary equipment to prepare and serve their menu items acceptable to health, building and fire regulations.
- **Concessionaires are requested to provide (or use exclusively) recyclable and/or compostable food containers and utensils.** Initial _____
- **Concessionaires may not sell beverages of any type unless authorized in advance by the Kimball Art Center. Failure to comply may lead to a \$500 fine.** Initial _____
- Concessionaires must secure all propane and flammable materials in accordance with Summit County Health Department and Park City building codes.
- Storage areas must be contained and kept neat within your allotted space.
- All areas in and around your space must be kept clean at all times. Each space is required to supply at least one clean and lined garbage can for public refuse. Concessionaires are responsible for emptying this receptacle frequently.
- Charcoal, wood, or other burning materials, including gas, propane, and fuels, must be approved by PCKAF staff and the Park City Fire Department in advance.
- If you have questions, please contact PCKAF staff.

SET-UP/STRIKE AND PARKING

- | | | |
|----------------------------|----------------|-------------------|
| ● Friday Equipment Set-Up | August 6, 2021 | Assigned Time |
| ● Equipment Strike | August 8, 2021 | 6 P. M. – 9 P. M. |
| ● Utah State Tax Check Out | August 8, 2021 | 6 P. M. – 9 P. M. |
- Please call if you have special set-up/dismantle requirements.
 - Concessionaires must abide by all parking and equipment set-up direction from all Festival staff.
 - All areas will be clearly marked on the street.
 - Concessionaires may not exceed their allotted space.
 - We strongly suggest that you use a hand truck to facilitate load in.
 - The PCKAF retains the right to extend Festival hours as crowds warrant.
 - Concession strike will begin August 8 at 6 P.M. Concessionaires may not strike or close their area before the published Festival hours.
 - All equipment must be removed from the Festival grounds by 10:00 P.M., August 8.
 - Concessionaires must check out with the Utah State Tax Commission on Sunday, August 8 from 6 P.M. – 9 P.M. at the Arts Fest Headquarters.

SITE INSPECTION

- Issues with your location must be reported to Festival staff immediately. Concessionaires are responsible

for returning the vending site to its original physical condition.

- Improper disposal of waste materials (i.e. disposing of grease in a storm drain) will be reported to the Summit County Health Department and the Park City Police. The participating vendor is fully responsible for any fee/ticket issued for failing to comply.

LICENSES/PERMITS

- Concessionaires shall meet all state, county, and city health and safety requirements.
- **Concessionaires must obtain their own food handling and business licenses and permits.**
- Concessionaires will be subject to daily inspections by Festival staff, Park City Building Department, and the Summit County Public Health Department.
- Failure to pass inspection will result in immediate closure of concessionaire's area.
- If you have further food safety questions please call Summit County Health Department:
Leslie Freeman, Environmental/Food Safety
Direct line: 435-615-3918
Summit County Health Department
6505 N. Landmark Drive Park City, Utah 84098
Office: 435-615-3910
Fax: 435-615-3926
www.summitcountyhealth.org

LIABILITY INSURANCE

- **You are required to carry \$1,000,000 liability insurance.**
- **You are required to issue a certificate of insurance listing Kimball Art Center and the 2021 Park City Kimball Arts Festival as additional insured.**
- Failure to provide the certificate of insurance by July 9, 2021 shall result in immediate cancellation of this agreement.

ELECTRICITY

- Goal Zero generators are approved for use but no other form of electricity or generator may be used, unless approved by Park City Kimball Arts Festival.

WASTEWATER

- Wastewater must be disposed of in the supplied and clearly marked disposal unit.
- Please do not dispose of wastewater in the street, sewers, or flowerbeds.
- Please make provisions to immediately mop up any standing water.

GREASE

- Grease must be disposed of in the supplied and clearly marked disposal barrels.
- Must provide a non-flammable covering underneath your cooking area.
- Must ensure grease-catching sheets extend beyond primary cooking area.

TRASH

- You are responsible for keeping your space clean at all times.
- All food trucks are expected to keep their space free of trash, litter, waste, water, etc.

- Trash must be disposed of in the supplied and clearly marked disposal units. Disposal units will be available adjacent to the concessionaire areas.
- We require you to recycle.
- Concessionaires are responsible for disposing of their own trash through the duration of each event day. Do not leave any waste behind.

FIRE SAFETY

- Park City Fire Department and the Park City Building Department will inspect the food service areas daily. Violations will cause immediate closure of the space until the issue is rectified.
- All canopies, tents, and enclosures must be fire rated.
- **NO** tarps are allowed.

ONSITE STORAGE & REFRIGERATION

- Refrigeration is NOT available.
- Storage outside your space for any supplies or inventory is not allowed.

SOFT DRINKS & BEER

- **Concessionaires may NOT sell, distribute, or otherwise disseminate soft drinks, water, juice, wine, beer, liquor, energy drinks, or beverages of any type unless authorized by the Park City Kimball Arts Festival in advance. Failure to comply may lead to a \$500 fee. Sales of unauthorized beverages will result in the immediate closure of your space.** Initial _____
- Concessionaires may not use cups, plates, displays or other elements that may conflict with the Park City Kimball Arts Festival official suppliers and sponsors and are asked to use recyclable and compostable food containers and utensils.

CHANGES

- The Kimball Art Center reserves the right to change, modify, or include clauses to the above rules and regulations at will and without prior notice.

52nd Park City Kimball Arts Festival
August 6 – 8, 2021
Food Truck Agreement

Name of Business: _____

Contact Person: _____

Mailing Address: _____

Mobile Phone: _____

Email: _____

The following forms must be completed and submitted by Friday, July 9, 2021. Executed agreement and fee payment is due to Kimball Art Center by Friday, June 11, 2021.

- Tax ID #
- Fee Payment
- Copy of Business License
- Copy of Health Department Permit (Summit County)
- Copy of Food Handlers' Permit
- Proof of Liability Insurance

I, _____ of _____ company, has read the Executive Summary/Arts Festival guides attached to this form and agreed to abide by all requirements listed for the 2021 Park City Kimball Arts Festival.

Signature: _____ Date: _____

Please send all materials and signed concession form to:

Hillary Gilson
Kimball Art Center
P.O. Box 1488
Park City, UT 84060



52nd Park City Kimball Arts Festival
August 6 – 8, 2021
Fees Worksheet Form

Name of Business:

In consideration, as a concessionaire participant in the 2021 Park City Kimball Arts Festival, the following fees shall be paid by check or credit card to the Kimball Art Center on or before June 11, 2021:

Area/Space Fee: \$1,250.00

Site Cleaning Deposit: \$100.00 (Flat Rate & Refundable)

Total Required Fees: **\$1,350.00**

All fees are due by Friday, June 11, 2021.

Please make checks payable to the Kimball Art Center.