



## **CONCERTS IN THE PARK 2019 FOOD VENDOR INFORMATION**

### **General Information:**

Concerts in the Park will be held every Monday evening for 10 weeks from June 3, 2019 through August 5, 2019.

There are generally 8 food vendors that service dinner/snack/cooked foods and 4 food vendors that serve dessert or cold desserts and one vendor that serves drinks only.\* All food vendors will be located on Williams Avenue or in the park (tent setups only).

*\*Note the number of vendors on street may change due to construction.*

### **Fee:**

The fee is \$600 for the entire concert series, due in mid-May. Should a rain out occur in which Arts Huntsville determines it is best to cancel one or more concerts, based on factors beyond their control, (i.e. weather, rain out), the flat fee paid will not be refunded in whole or in part.

### **Power:**

Power is provided to vendors that are located on the street. In park/tented vendors will not have access to power. You are responsible for having adequate power cords to plug into and reach the provided power on the street.

### **Weekly Schedule:**

Food vendors must be set-up and ready to sell each week no later than 5:30pm and close no earlier than 8:00pm every Monday.

**Required Documents (after acceptance, do not submit now):**

- Payment
- Signed Agreement and Vendor Site Information
- Certificate of Insurance listing Arts Huntsville and City of Huntsville as additional insured
- Copy of Business Licenses (City of Huntsville and State of Alabama)
- Copy of Food Service Permit
- Photo or drawing of your set up
- Logo or other promotional image

**Insurance, License and Permit Requirements:**

- a. Insurance:** Accepted vendors must provide Arts Huntsville with a copy of current Certificate of Insurance with \$1,000,000 per occurrence limits of coverage no later than May 31, 2019. Arts Huntsville and City of Huntsville must each be listed as an additional insured on the policy. The food vendor will not be allowed to begin operations until the insurance certificate is submitted with the correct information. Deadline is May 31, 2019.
- b. Business Licenses:** Local vendors must submit copies of current City of Huntsville and State of Alabama business licenses no later than May 31, 2019.
- c. Permits:** A Temporary Food Service Permit for each Vendor is required by the Madison County Health Department. ANY Vendor not located/based in Madison County, Alabama must apply for this permit by contacting:

**Madison County Health Department  
Environmental Health  
PO Box 17708  
Huntsville, AL 35810  
Phone: 256-533-8730 or 256-533-8731**

The Health Department permit must be displayed at all times during Concerts in the Park. Please note that you are required to turn in a copy of this application, if needed, and a copy of your payment submitted to The Health Department with your signed contract.

**If you have any questions about Concerts in the Park, please contact Cathy Turner, Events Manager at [cturner@artshuntsville.org](mailto:cturner@artshuntsville.org) or (256) 468-5612**