



**Hunt County Fair Association Inc.**

9800 Jack Finney Blvd

PO Box 1403

Greenville, TX 75403-1403

(903)454-1503

**Food and Beverage  
Concessions Application  
April 17-April 26, 2020**

**\*\*\*\*\*THIS IS A 10 DAY EVENT\*\*\*\*\***

Dear Applicant:

The Food Service Department has a formal application process for Food and Beverage Concessions at the Hunt County Fair. Please read the Food and Beverage Requirements before submitting the application.

To be considered for the 2020 Hunt County Fair, your application must be returned by January 1st. Applicants will be required to submit their full menu along with pictures of each menu item. Pictures of electrical plugs will also be required. The application needs to be as descriptive as possible on food and preparation methods. If you have a special name for your product, please include a description of the product that any person would understand.

Thank you for your interest in the Hunt County Fair. The 2020 Fair dates are Friday, April 17<sup>th</sup> thru Sunday, April 26<sup>th</sup>.

Cordially,

Bekah Medders

Coordinator of Fair Concessions

# HUNT COUNTY FAIR FOOD AND BEVERAGE CONCESSIONAIRE APPLICANT INFORMATION

## 2020 FAIR DATES: Friday, April 17<sup>th</sup> – Sunday, April 26<sup>th</sup>

Listed below are certain requirements and information concerning the application for operation of a Food and Beverage Concession during the Hunt County Fair. These requirements are not all inclusive and the information is subject to change without notice.

There are many rules and regulations concessionaires must follow if selected. These include, but are not limited to uniform appearance, menu board compliance, stand appearance, operating hours, etc.

A food application must be filed every year with the City of Greenville prior to April 1, or the date listed on the application. Each application is good for one fair only. You will be notified confirming the selection or denial of your application. **You will be required to send the full menu and photos of the presented sides of the trailer you will be selling from. Please include pictures of the menu items if available.** New concessionaires are chosen based on a number of variables, including, but not limited to: the uniqueness of the food product, the availability of space, past experience, and the needs of the Fair.

### FOOD AND BEVERAGE CONCESSION VENDORS INFORMATION

#### PAYMENT

- A \$1,000.00 nonrefundable vendor fee. This fee includes electricity and water.
- The Hunt County Fair receives 15% of gross sales to be paid nightly to the Hunt County Fair Office.
- The Hunt County Fair does not deduct the sales tax. It is your responsibility to pay state sales tax. You may contact the State Comptroller's office if you have any questions.
- Sales tax permit must be displayed in booth on the day of the event. If the type of good you are selling does not match the good listed on your vendor application, you will not be allowed to sell that item.
- This is a rain or shine event.

#### SITE

- Food vendor sites are approximately 20'x15'.
- Vendor will be responsible for adequate lighting in their vendor space.
- Concessionaire is responsible for supplying commercial equipment, products, uniforms, and employees.
- No handwritten signs.
- Vehicles will not be allowed to stay with trailers.

#### UTILITIES

- Electricity hookups are limited and will be provided on a first-come basis.
- Most of the festival area electrical hookups are on light poles with individual circuits. Please specify number of outlets needed.
- You must provide your own extension cord. Use only the heavy-duty cords. 25-50ft cords are recommended depending on placement.
- NO HARDWIRING DIRECTLY TO ELECTRICAL PANEL. **Photos of electrical plugs are required for ALL food vendors.**
- You will be required to bring your own professional grade water hose (at least 50 ft) and anti-back flush valves. Certain locations will require the hose to run across a pedestrian path that fair authorized vehicles will also use.

**PARKING**

- 1 parking and 2 season passes will be provided to each vendor. No extra parking spaces may be purchased.

**CITY OF GREENVILLE CONSUMER HEALTH REQUIREMENTS**

- A health permit and food item approval are required through the City of Greenville Public Health Division after being approved by the Fair. All City of Greenville regulations must be met. A copy of your temporary health permit from the City of Greenville TX must be available upon set-up. To apply for your temporary health permit, please contact:

City of Greenville – Public Health located at  
 2315 Johnson Street  
 Greenville, TX 75401  
 903-457-3160  
<http://www.ci.greenville.tx.us/439/Public-Health>

**INSURANCE**

- A minimum of \$500,000 General Liability Insurance valid through the event is required for all food vendors. All insurance policies must be received by the Hunt County Fair by April 1<sup>st</sup>.

**SECURITY**

- Festival security will be provided for vendor and public safety. Vendors should take precautions and arrangements for their wares against theft and weather. Security will be provided for vendor protection throughout the night.

**CAMPING**

- \$25 per night for a minimum of 10 nights. Prepay to reserve a spot. Spots are limited.

**OPERATING HOURS**

- Vendors are expected to be open and present at their booth during fair hours.
- Set up for vendors starts Thursday, April 16th at 9am. Tear down is not permitted until after the participants have left the fairgrounds Sunday night.
- A schedule of hours is provided below

The above information has been furnished to provide you with information and help you evaluate your willingness to participate in the Hunt County Fair Food and Beverage operation. There may be additional requirements. Additional information will be furnished if selected. Thank you for your interest in the Hunt County Fair.

For directions to this Greenville event please visit the Hunt County Fair website. Volunteers will be on hand to help you locate your booth location and parking for your vehicles.

Email: [bekahm@rafterpconstruction.com](mailto:bekahm@rafterpconstruction.com)

Web Site: [www.huntcountyfair.net](http://www.huntcountyfair.net)

Mailing address: Hunt County Fair Association

Attn: Bekah Medders  
 9201 Wesley St Suite B  
 Greenville, TX 75402

Schedule

Saturday & Sunday	12pm – 12am
Monday – Friday	5pm – 12am

# HUNT COUNTY FAIR FOOD AND BEVERAGE CONCESSION APPLICATION 2020

(Please Print) DATE \_\_\_\_\_

NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

OWNER OFFICER PARTNER PRESIDENT MAILING

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

EMERGENCY CONTACT (Other than above) NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

LIST REFERENCES WITH PHONE NUMBER FROM PAST VENDOR SHOWS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

FOOD DESCRIPTION The application needs to be as descriptive as possible on food and preparation methods. If you have a special name for your product, please include a description of the product that any person would understand. Include pictures of the products.



IF OPERATING AT THE HUNT COUNTY IN A TEMPORARY SPACE, HOW MUCH TOTAL SPACE WOULD YOU REQUIRE?

MINIMUM SQ. FT. \_\_\_\_\_ MAXIMUM SQ. FT. \_\_\_\_\_ Exact Dimensions of Trailer \_\_\_\_\_

**Waiver**

The undersigned releases and holds harmless the Hunt County Fair Association and the property owners and/or tenants for loss or damages to exhibitor property or expenses arising there from or for any injury or death to any person through action or inaction of the Hunt County Fair Association.

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPLICATIONS MUST BE RECEIVED BY FEBRUARY 1, 2020

2020 FAIR DATES: APRIL 17<sup>TH</sup> – APRIL 26<sup>TH</sup>

APPLICATIONS ACCEPTED VIA EMAIL AND MAIL TO THE ADDRESSES FOUND BELOW

Checks payable to:  
Hunt County Fair Association  
Attn: Bekah Medders  
9201 Wesley St, Suite B  
Greenville, Texas 75402

Please contact Bekah Medders for any questions  
[bekahm@rafterpconstruction.com](mailto:bekahm@rafterpconstruction.com)  
cell: 903-513-4389  
fair office: 903-454-1503

## Food and Beverage Concessions Check List

The following must be provided with the application.

\_\_\_\_\_ Full menu & photos of each menu item if

\_\_\_\_\_ Photo of the presentation of trailer

\_\_\_\_\_ Dimensions of trailer set up

The following will be required upon selection

\_\_\_\_\_ \$1000 nonrefundable vendor payment

\_\_\_\_\_ Photos of electrical plug, distance of electrical lead, & type/description of plug

\_\_\_\_\_ Proof of insurance

A minimum of \$500,000 General Liability Insurance valid April 17<sup>th</sup> - April 26<sup>th</sup>, 2020

\_\_\_\_\_ Temporary health permit from the City of Greenville TX

\_\_\_\_\_ Sales tax permit must be visible at event

\_\_\_\_\_ A professional grade water hose (at least 50 ft) and anti-back flush valves.

Certain locations will require the hose to run across a pedestrian path that vehicles will also use.