

WELCOME FROM THE SALT LAKE CITY MAYOR'S OFFICE

Greetings,

We are excited for the upcoming Living Traditions Festival this year, scheduled to take place May 19, 20, and 21 at Washington Square Park and Library Square in downtown Salt Lake City. As one of the festival highlights and main attractions, we will once again look to create a diverse and unique culinary experience for our festival audience to savor. We very much appreciate your interest to participate in the 2017 food market and be a part of this extraordinary community gathering.

Groups will be selected based on varying criteria – diversity of menu offerings, quality and presentation of food and drink, cultural representation within the community, and to ensure a balanced representation of cultures at the Festival. It is also important Festival-goers have access to offerings that are special, providing them a unique culinary experience.

This year the selection committee will be made up of two representatives from the Mayor's Office, along with other community members and Arts Council board members. The selection committee will review all eligible applicants and choose the food vendors for the 2017 festival.

As always, our primary goal is to celebrate the diversity of Salt Lake City. By partnering with groups from varying cultures and communities, I am confident we will continue the beautiful legacy of the Living Traditions Festival.

With warm regards,

A handwritten signature in black ink that reads "Jacqueline M. Biskupski". The signature is fluid and cursive, with the first name being the most prominent.

Mayor Jacqueline M. Biskupski
Salt Lake City Mayor's Office

LIVING TRADITIONS FESTIVAL FOOD VENDOR GUIDELINES

READ THIS CAREFULLY BEFORE PROCEEDING WITH THE APPLICATION
THE APPLICATION PROCESS HAS BEEN UPDATED FOR 2017

2017 LIVING TRADITIONS FESTIVAL

Friday, May 19: 5:00 p.m. – 10:00 p.m.
Saturday, May 20: noon – 10:00 p.m.
Sunday, May 21: noon – 7:00 p.m.

WASHINGTON SQUARE AND LIBRARY SQUARE, 210 East 400 South, Salt Lake City

The Living Traditions Festival food market is a multicultural dining experience, offering the traditional foods of many diverse ethnic communities. For many, the food market is the point of entry to enjoy the Festival, with a broad selection of savory and sweet choices. Audience members (as well as Festival staff) look forward to the opportunity to gather together and share some of the most delectable food traditions the Salt Lake community has to offer.

- Food vendors must commit to participate in the entire Festival and remain open during all Festival hours.
- Should you be selected a **\$550.00 payment is required to participate** as a food vendor at the Living Traditions Festival.
 - A refundable security deposit of **\$100.00** will also be required (**NEW FOR 2017**)
- Food vendors must obtain a Temporary Event Permit from the Salt Lake Valley Health Department to participate at the festival.

ALL APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. FRIDAY, April 14.
LATE APPLICATIONS WILL NOT BE CONSIDERED.

ELIGIBILITY CRITERIA:

- Applicants must be a registered 501(c)(3) nonprofit organization or a formally recognized cultural group within your community.
- Applicants must commit to reinvesting earned revenue received from sales during the Festival back into year-round cultural programming. This may include, but is not limited to classes, workshops, performances, and festivals.

SELECTION CRITERIA:

A panel will select from the groups whom have applied. Panel members will include representatives from the Salt Lake City Mayor's Office, Salt Lake City Arts Council board members, and other key community members.

To ensure a fair and competitive process, this year the panel will make "blind" selections. This means that none of the panel members will know who the applicant is and will make decisions based on the selection criteria and information provided in the application (contact information and organization name will not be provided to the panel).

Committee members will review and select the 2017 food vendors based on the following criteria:

- Completed application (with detailed menu list and photos)
- Diversity of menu offerings
- Quality and presentation of food and drink items
- Cultural/Ethnic representation within the community
- A broad representation of diverse cultures at the Festival

Groups that have participated in the past are NOT guaranteed acceptance. By completing and submitting this application you have acknowledged and accepted this.

PARTICIPATION GUIDELINES:

Applicants accepted to participate at the 2017 Living Traditions Festival must be able to comply with the following guidelines.

DO NOT WORK TO COMPLETE THE FOLLOWING ITEMS UNTIL YOU HAVE RECEIVED NOTIFICATION OF ACCEPTANCE INTO THE FESTIVAL AS A FOOD VENDOR.

The Living Traditions Festival program will provide

- Two 10' x 10' canopies, fire code certified
- Trash and recycling cans, waste water containers and hot oil/ash containers
- Two banquet tables
- Trash and recyclable dumpsters
- Space in the refrigerator truck – if required
- A banner with organization's name and type of food

Beyond the provided canopies, no other structure or canopy will be allowed. However, additional tables and chairs for use in booth space are welcome and encouraged.

1. Food vendors must comply with Salt Lake Valley Health Department requirements for food preparation.
2. Food vendors must obtain a Temporary Event Permit. Information can be found on the [Salt Lake County Health Department website](#) or by calling the SLCo Health Department at (385) 468-4100.
3. Proceeds from Festival sales must be used to support the organization's cultural programming.
4. Vendors must commit to keep booths in operation during all festival hours. Be sure to plan for adequate food supplies and volunteers.

5. Sales of traditional ethnic beverages are encouraged, but **sales of commercial soft drinks & bottled water are not allowed.**
6. Electricity is NOT available at the Festival. Therefore, vendors must make arrangements for cooking that does not require electricity. Sterno is NOT accepted by the SLCo Health Department. Propane barbeques and barbecues work well and are encouraged.
7. Vendors should plan to bring propane or battery-powered lanterns to light interior work spaces after sunset. It gets very dark inside the booths and interior lighting will be necessary to maintain a safe and efficient work space.
8. Sales are limited to traditional foods only and are subject to review by Festival staff. Menus must be approved by staff prior to the Festival.
9. The sale of souvenirs, clothing, imported goods, commercial candy, etc. is prohibited.
10. Vendors may display or distribute information regarding cultural programming, however requests to support organization through donations is prohibited.
11. Vendors may not begin to set up booths until **Friday at 1:00 p.m.** Any vendors arriving before the appointed time will not be granted access and will be asked to return at 1:00 p.m.
 - a. Vehicles will only be permitted on Festival grounds before and after festival hours. Vehicles on the ground during Festival hours will be towed. Runners are available to assist with deliveries during festival hours, pending availability.
 - b. Booth workers can park behind the Utah State Office of Education building at 250 East 500 South.
 - c. Vendors are encouraged to decorate booths, but all booth decorations must be removed by Sunday 9:00 p.m.
12. Booths must be ready to serve festival patrons when the festival opens. (Friday, 5:00 p.m.; Saturday, noon; Sunday, noon) This includes hand-washing area and food preparation.
13. Vendors will be provided one trash can and several containers for dirty water. Dumpsters for trash and recyclables will be provided and **must** be used.
 - a. Vendors are responsible for cleaning up booth space. **NO items are to be left behind. Failure to comply and not clean up properly will result in security deposit not being returned after the festival**
 - b. Washing cookware or dumping dirty water in the gutters is prohibited.
 - c. Metal cans will be provided for the disposal of hot coals or oil.
14. Perishable food can be stored in the on-site refrigerator truck throughout the festival, including overnight.
 - a. Pre-cooked food **MUST** be cooled down before storing in the refrigerator truck.
 - b. All containers must be clearly labeled. Ice is available for purchase starting Friday, 3:00 p.m.
15. **Outside alcohol is not permitted within the Festival grounds at any time. Please understand that any violation will be taken seriously and will result in disciplinary action being taken, including potential banishment from future festivals.**
16. A portable fire extinguisher with a minimum 4A40BC rating must be provided in each booth where cooking takes place. A K-type extinguisher is also required for booths using hot oil to fry anything. All extinguishers must have current inspection tags.
17. Propane tanks **must be 10 feet behind any structure while in use.** Vendors should ensure hoses are long enough to accommodate this requirement.

The Living Traditions Festival will not be responsible for any loss of vendor property by fire, theft, wind, storm, or any other cause. Vendors are responsible for any damages resulting from the preparation and sale of food and the vendor will hold the Salt Lake City Arts Council harmless.