



Food Booth Rules

1. TIME **SATURDAY, August 13, 2016 - 9:30 AM to 6:00 PM**
SUNDAY, August 14, 2016 - 9:30 AM to 5:00 PM

2. Booths are to start setting up during their assigned set up time and must be ready by 9:00 am on Saturday morning.

3. ENTRY FEE IS BASED ON BOOTH SIZE (See rates below) PLUS 15% OF GROSS SALES DUE AT CHECK OUT ON SUNDAY.

10 X 10 space – \$100.00

10 x 20 space – \$200.00

10 x 30 space – \$300.00

Plus a \$25.00 electrical hook-up fee

Please make checks payable to: CFA, PO Box 611, Coupeville, WA 98239 by April 30, 2016. You will be notified of your acceptance or denial in May 2016.

4. Each booth must have a trash container and dry chemical fire extinguisher with a minimum capacity of 5 pounds. Halon or water types are not acceptable.

5. Applicants are responsible for keeping booth area clean.

6. Applicants must have an adult (18 or older) present at all times.

7. Booths will be inspected by the Island County Health Inspector on Saturday morning. They require a permit for this event and this should be obtained 2 - 3 weeks in advance. Applicants must also have a food handler's permit and each booth must have one person with a permit at all times. Please call the island County Health Department (360) 679-7350 for complete details on obtaining the proper permits. It is the responsibility of each applicant to comply with all health regulations and have the proper permits. You will not be able to open your booth without them.

8. Applicants must provide a copy of a current, valid Certificate of Insurance at time of application or prior to August 1st.. No application will be accepted without this paperwork.

9. All locations of booth spaces rest solely with the food booth committee and no changes can be made in location or electrical needs once set up. We take into consideration any special request, but cannot guarantee a specific location.

10. Check out will not begin before 5pm on Sunday. **Please be prepared to pay at check out.** Anyone leaving before 5pm on Sunday will not be invited back. No-shows will not be invited back.

11. Non-profit booths are given first priority for booth space. Commercial booths are chosen depending on food selection, booth size and past participation. An emphasis is placed on health conscious foods and variety. We try to not duplicate offerings. Space is limited.

12. Applicants are responsible for their own change and sales tax. All sales tax collected must be paid to the Washington State Department of Revenue.

13. We are set up in a graveled, municipal parking lot located behind the Coupeville Library. There is water located across the parking lot at the library, but not at each booth site. You must be self-contained. We provide electricity for a limited number of booths during the course of the festival. Power is NOT provided overnight.

14. Security personnel are on duty continuously from opening on Saturday to closing on Sunday; however, the Coupeville Festival Association cannot accept responsibility for any lost, stolen, or vandalized articles.

15. All booths will be inspected by the Island County Health Department during set up. Any condition deemed unsafe must be corrected prior to opening the booth.

16. Parking is available on a first come, first serve basis. You will have to park in a lot close by.

17. Once you have been selected to participate, you will be assigned a set up time on Friday, August 12th. Please try to set up during this time unless you have called ahead to make different arrangements.

18. If you plan on staying at a local hotel. **MAKE YOUR RESERVATIONS NOW.** You can request a list of local hotels through the Central Whidbey Chamber of Commerce at: <http://www.centralwhidbeychamber.com/>.

THANKS FOR HELPING US MAKE THIS A SUCCESSFUL FUNDRAISER! ANY QUESTIONS, CALL Leslie Franzen @ (360) 678-5912 or 360-929-3687.