



SAINT MARTIN'S  
ALUMNI ASSOCIATION



2012 Capital Food & Wine Festival  
March 31, 2012  
12 p.m. – 9p.m.  
Restaurant/ Food Vendor Registration Agreement

**Return To:**

*Evan Martin, Co-Director  
Capital Food & Wine Festival*  
PO Box 19881  
Portland, OR 97280  
360.438.4366

Questions?

Sean Lamothe, Restaurant/ Food Vendor Committee Chair  
[restaurants@capitalfoodandwinefestival.com](mailto:restaurants@capitalfoodandwinefestival.com)

**Business Contact Information:** As your company will be displayed in any promotional materials for the festival.

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Website \_\_\_\_\_

Please email an attachment of a high resolution company logo for use in advertising (must be received with application).  
[restaurants@capitalfoodandwinefestival.com](mailto:restaurants@capitalfoodandwinefestival.com)

**Contact Information:** person in charge of arrangement of your festival participation.

Person to Contact \_\_\_\_\_ Position \_\_\_\_\_

E-mail \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**Booth Costs and Preferences:**

**Restaurants \$300 registration and booth fee**

*Booths are 8' x 10', curtained, and come with a minimum of a 6' covered table. (See manual section of application for what is covered in fees)*

Referring to the attached floor map, please list your top three requested spaces:

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_

Option 3: \_\_\_\_\_



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#### Vendor Selection Process

- The selection process for the Capital Food & Wine Festival gives preference to those Restaurants/Food Vendors who participated previously as long as the application is received by the final deadline date.
- To ensure the best possible selection and satisfaction of festival guests, the Restaurant Committee will allow no more than two food vendors, at our discretion, to sell the same menu item. In the event that several restaurants wish to sell the same or similar menu items, those vendors will be informed of a needed menu item change well in advance of the festival.
- The Capital Food & Wine Festival reserves the right to include or deny any vendor at its sole discretion.

*Please detail your restaurant menu, portion size, and costs. If you need more room please use another page. Vendors are encouraged to sale taste. If you have any questions about this please feel free to contact the Restaurants Chair. This portion is to ensure a variety of menu options available to our guests and to ensure the event is a success to your business.*

Item	Price

#### Application Process

- **This registration form must be filled out, signed and submitted no later than February 13th, 2012.**
- Mail the application with the following:
  - Completed application
  - Booth payment
  - Proof of insurance

Please forward the following wording to your insurance agency for inclusion in the Additional Insured Endorsement for the Certificate of Insurance:

“St. Martin’s Abbey, Saint Martin’s University and Saint Martin’s Alumni Association and their Officers, Directors, agents, employees and volunteers are added as Primary Non-Contributory Additional Insured.”

CERTIFICATE HOLDER should read:

St. Martin’s Abbey  
Saint Martin’s University  
Saint Martin’s Alumni Association  
5000 Abbey Way SE  
Lacey WA 98503

- Restaurant logo emailed to [restaurants@capitalfoodandwinefestival.com](mailto:restaurants@capitalfoodandwinefestival.com)

- **SPECIAL NOTE:** Capital Food & Wine Festival is going green in 2012! Restaurants are encouraged to carry compostable items during the festival. (Remember napkins and paper plates are compostable!)

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_



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## Restaurant Manual

### *Electrical deadline February 17, 2012*

Booth payment allocates the following per purchased booth space 8' X 10':

One (1) 6' rectangular folding tables  
Two (2) standard 110v outlets. Additional electrical may be purchased (see attached)  
Complimentary water is available during the Festival  
Advertising on the Capital Food and Wine Festival webpage  
Limited assigned and shared usage of refrigeration truck  
2 hooks to hang restaurant sign in 8X10 booths

#### **Show Hours, Set up, Tear Down**

**Set Up:** Friday, 3/30 10am – 6pm  
Saturday, 3/31 9am-11am

**Tear down:** Saturday, 3/31 9pm – 1am

**Check Out:** Saturday, 3/31 9pm – 1am

**Day of show access:** 9am check in via Vendor and Volunteer check in room.

#### **Expectations for Participation**

**By your participation in the Capital Food and Wine Festival you acknowledge that you and your staff must adhere to all written and verbal instructions provided by the Festival staff and committee during all aspects of the Capital Food and Wine Festival.**

- Each Participating Food Vendor agrees to abide by guidelines provided by the festival committee, and applicable Health Department, Fire Department and electrical requirements.
  - Each Participating vendor must notify the Health Department about participation in event. Attached is the link for the required documents for Health Department:  
<http://www.co.thurston.wa.us/health/ehfood/temp.html>
- Once the menu selection is approved, changes may not be made without consent of the Restaurant Committee Chair. We know that things may happen, but it's important to ensure a wide variety of menu choices across all our vendors so we will work with you on any changes.
- Sales of items other than food or beverages are prohibited in the restaurant booths.
- All beverage sales must be listed above and will be approved by Festival Directors prior to event. Water will not be approved for any vendor other the Festivals water sponsor.
- The Festival cannot provide ice to restaurants at any time during the festival.
- Alcohol is not to be consumed by any member of your restaurant team during the festival unless they are 100% off shift and not returning to shift.
- Restaurant staff may not drink on a break and then return to serving and cooking.
- If any representative of the restaurant is found consuming alcohol they will be removed from the premises and restaurant will be jeopardizing their future participation in the Festival.
- Restaurant will be responsible for any fines incurred by the Liquor Control Board for violations
- All set up and tear down hours must be complied with as stated in the Manual or by the Festival staff.



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- All restaurants must meet and comply with all written and verbal instructions of the CFWF staff during all aspects of the Capital Food and Wine Festival.
- All restaurants will be required to have one fire extinguisher per 8' x 10', booth curtained
- All restaurants must provide a restaurant grade floor mate and barrier to prevent grease spills.
- These will be inspected by the Fire Marshall onsite the day of the event
- Restaurants will be needed to check in via Vendor and Volunteer Check In location on March 30<sup>th</sup> and March 31<sup>th</sup>.
- By **March 19<sup>th</sup>** all Restaurants are required to provided a final list of employees who will be working the March 31<sup>th</sup> event,
- Restaurants will be responsible for any property damage in their booth from time of check in to check out.

#### Restaurant Judging

Each year, prestigious members of the Lacey, Olympia, Saint Martin's and Restaurant community join to elect the best restaurant of the festival.

- **Judging** will take place between 12pm – 1:30pm
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place Restaurants and Best Dessert will be judged upon the following
  - Booth appearance
  - Hospitality
  - Food Presentation
  - Taste

#### Set Up and Tear Down

- Set up for the Capital Food and Wine Festival takes place **Friday, March 30<sup>th</sup> from 10am – 6pm.** You may bring as many staff members as required during this time.
- **Tear down** occurs the evening of the Festival. Remember the Festival ends at 9pm.  
**DO NOT tear down if you run out of product before the end of the Festival**

#### Parking

- One parking spot is available per restaurant. Parking passes and designated parking passes will be available Friday, 3/30 in your restaurant packets.
- Your restaurant parking location will be labeled outside.
- No blocking of Fire Lanes on eastside of Marcus Pavilion on March 30<sup>th</sup> and March 31<sup>th</sup>.

#### Vendor Passes

- By March 19<sup>th</sup> all Restaurants are required to provide a final list of employees who will be working the March 31<sup>th</sup> event. Employee not list will not be allowed into event without paying for attending event.
- Restaurants Employees will be needed to check in via Vendor and Volunteer Check In location on March 30<sup>th</sup> and March 31<sup>th</sup>.

#### Payment

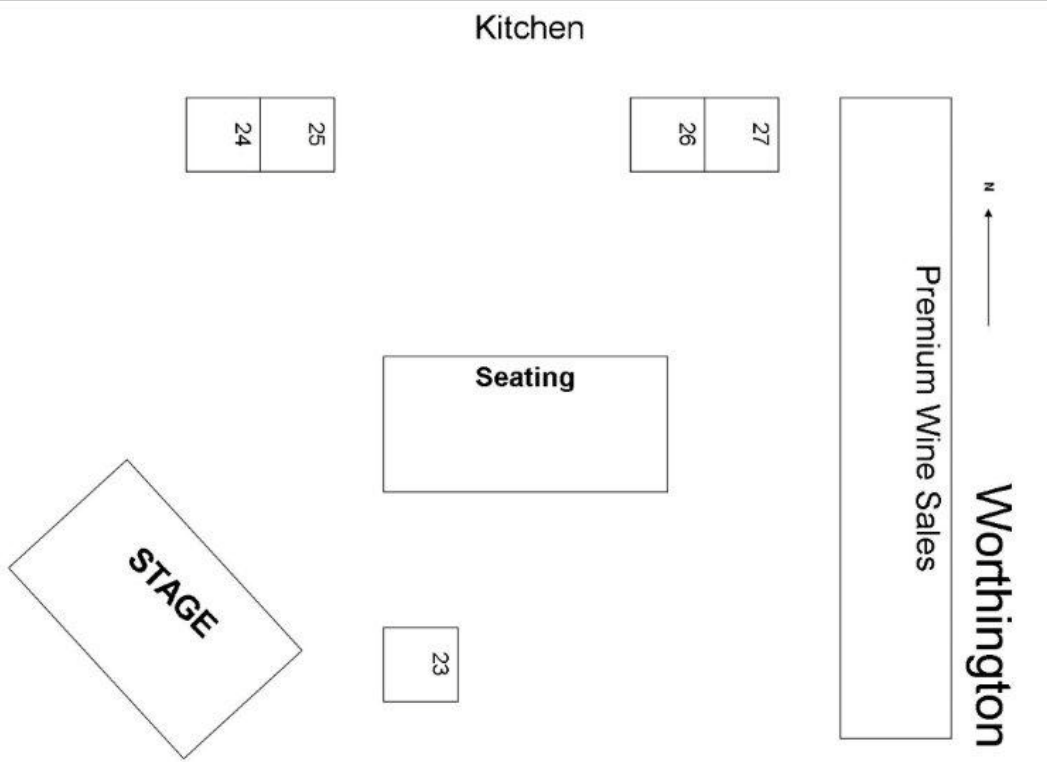
- As a vendor, you are allowed to take any form of payment you see fit. Each Vendor is encouraged to take cash payment.
- Scrip will be collected every 30 minutes to 2 hours. Scrip may only be collected by a member of the Festival Committee. Scrip is in \$0.50 increments.
- Each vendor is encouraged to count their Scrip. *It must be available for pick up in the scrip box every 30 minutes to 2 hours.* The Alumni Association will recount the script in the script room and will provide a count throughout the festival.
- Payment for scrip sales will occur within 30days of Festival date.



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Booth Selection Views: Worthington

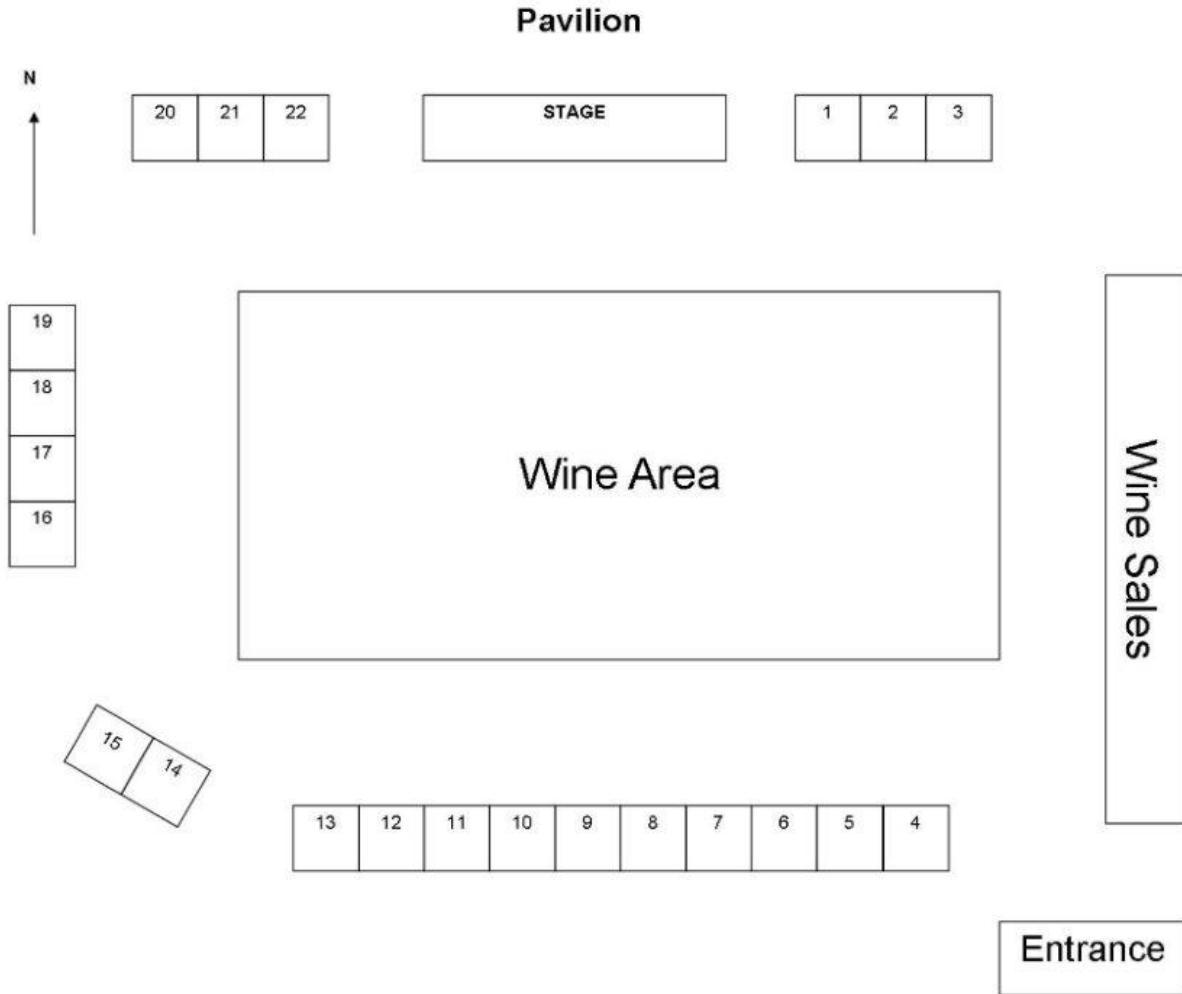




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Pavilion: \_\_\_\_\_





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**Electrical and Additional Equipment Needs:**

*Please complete and mail in the signed copy of Manual and check.*

Restaurant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If you have any additional outlet needs please specify below.







Outlet checks must be received on or before 2/13/12. Mail a copy of signed Manual and Check:

*Saint Martin's Alumni Association*  
*Memo: Capital Food & Wine Festival*  
PO Box 19881  
Portland, OR 97280  
360-438-4366

Questions? [restaurants@capitalfoodandwinefestival.com](mailto:restaurants@capitalfoodandwinefestival.com)

**Electrical Requirements:**

*\*(2) 110v outlets are included in the booth fee (2,000 watts only).*

Number	Outlet	Amp	Rate
_____	 110V	15 amp	\$25each, after *2
_____	 110V	20 amp	\$40 each
_____	 220V	20 amp	\$40 each
_____	 220V	30 amp	\$60 each
_____	 220V	50 amp	\$80 each
_____	 220V	OZ	\$80 each

Additional Tables 6' Number of Tables: \_\_\_\_\_ (RATE)

\_\_\_\_\_  
Signature of Restaurant Owner/Manager

\_\_\_\_\_  
Date