



## FOOD VENDOR GUIDELINES

October 1, 2022 11am - 5pm

Bay State Green, Downtown Westborough

**Application deadline to be in the AIC program booklet is August 1st**

### General Guidelines

- Space fees will be returned to applicants who are not accepted. Event organizers reserve the right to reject any applicant at their discretion. **No refunds offered for cancellations after July 1st unless another vendor can be found to take your place.**
- Applicants **MUST** submit the food vendor application fee and a copy of their temporary food permit from the Town of Westborough by July 15th or they will lose their spot.
- Email your .jpg or .png logo with your menu so it can be added to the web listing: [info@artsincommon.net](mailto:info@artsincommon.net)
- A package of information concerning the festival will be emailed to you in August.
- You are required to staff your space during the entire festival.
- Arts In Common carefully maps out sound as well as visual elements of the festival. **No live or amplified music will be allowed from your truck/booth.**

### Space & Equipment

- If using a tent, it must be 10ft x 10ft, and weighted with 20lbs per leg. For the safety of people and property, Arts In Common coordinators will require any tent not properly weighted to be taken down.
- Vendor is responsible for any supplies needed - Arts In Common does not supply tables, chairs, tents, or electricity. Gas generators are not allowed.
- You must provide utensils, napkins and/or cups for your customers.
- Space fees are based on total size required, and an accurate estimate of space is essential to Arts In Common mapping. If food is served from a trailer towed by a vehicle, the towing vehicle must be included in the space/payment section of your application, or the towing vehicle must be moved off the festival route for the duration of the festival.
- Vehicles will not have access to the food court during the festival (11am - 5pm). Arrangements must be made in advance if you require deliveries to your space.
- **Trash must be bagged and disposed of in a location specified the day of the event. All trash MUST be bagged.**

## Vending & Menu

- Preference will be given to vendors in the order they are received. In other words:  
**SEND IN YOUR APPLICATIONS ASAP!!**
- Vendors must display clear and concise menus with prices and a sign with your business name.

## Food Safety & Permits

- Vendors are required to hold and serve food at appropriate safe temperatures.
- Participating vendors must currently be licensed to prepare and serve food in the Town of Westborough. Applications will not be accepted without the completed temporary permit from the Town of Westborough or a copy of your existing permit issued by the Town.

\*Applicants **MUST** submit the food vendor application fee and a copy of their temporary food permit from the Town of Westborough by July 15th or they will lose their spot.



**FOOD VENDOR APPLICATION**

October 1, 2022 11am - 5pm

Bay State Green, Downtown Westborough

**Application deadline to be in the AIC program booklet is August 1st**

**Applications now open!**

Notifications of acceptance/denial will be emailed within 2 weeks of application. Applications are not considered complete until we have received payment for your space, an Arts In Common Vendor Application, and a food permit application.

**Reminder:** Preference will be given to vendors in the order they are received.

**SEND IN YOUR APPLICATIONS ASAP!!!**

**Please make checks payable to:** Westborough Cultural council

**All applications must be mailed to:**

Westborough Cultural Council  
ATTN: AIC Committee - Food Truck/Vendor  
34 West Main Street  
Westborough, MA 01581

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

Contact (First & Last name): \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Contact for day of festival: Name \_\_\_\_\_ Phone: \_\_\_\_\_

Same as above

**SIZE OPTIONS:**

**FOOD TRUCK/EARLY BIRD RATE:**

Application and vendor fee must be received on or before May 1, 2022

- Food truck: \$100 (+ \$40 permit if needed)

Food Truck Dimensions: \_\_\_\_\_

**AFTER MAY 1, 2022**

- Food truck: \$150 (+ \$40 permit if needed)

Food Truck Dimensions: \_\_\_\_\_

- 10X10 tent: \$100 (+ \$40 permit if needed)

- Using Propane:**  No  Yes, if so enter number of tanks and size of tanks

**Please note:**

- Gas generators not allowed
- No electric hook-ups available

**Type of Cuisine:** \_\_\_\_\_

(e.g. Greek, Thai, desserts, BBQ, etc.)

**Menu: (please list menu items and prices or attach a separate document with this info)**

- I have read and accept the FOOD VENDOR GUIDELINES.**

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