

## Food Concession Vendor Responsibilities and Rights

Chosen International Pathfinder Camporee (CIC)

### The Food Concession Vendor (Vendor) is responsible for the following:

1. The concession booth is to be staffed with adults (over 18 years old) whose responsibility is to operate the concession booth. Exception to this rule may be allowed for independent vendors with prior approval. Pathfinders may NOT be used as we want them to enjoy the Camporee, not work.
2. Vendor will meet and follow all Fire and Health Departments Guidelines of the City of Oshkosh and the Winnebago County Health. It is the responsibility of the vendor to be aware and follow all and the most current regulations of these departments, regardless of what we may have posted on our Camporee website.
3. Vendor is responsible to familiarize yourself with Wisconsin State Guidelines relating to sales tax: Phone = 608-266-2776, Email = [DORSalesandUse@wisconsin.gov](mailto:DORSalesandUse@wisconsin.gov), and/or Website = [revenue.wi.gov/Pages/HTML/tempsell.aspx](http://revenue.wi.gov/Pages/HTML/tempsell.aspx).
4. Booths must be open at all hours that the concessions area is open for business. You cannot close during concession hours for any reason, including even to view or participate in Camporee events.
5. Vendor will serve **only vegetarian food and caffeine-free drinks. Coffee of any kind is not allowed, including de-caf.** The only drinks, outside those provided by Pepsi, must be custom made on site.
6. The concession booth sponsor will be responsible for their own:
  - a. Tables/chairs
  - b. Napkins
  - c. Plates/cups
  - d. Caps, hairnets, aprons, gloves, food thermometers, hand washing station for workers, test strips, bleach, etc. and other such items as required by Health Department
  - e. Fire Extinguishers and other such items as required by the Fire Department
  - f. Devices to proper elevate storage above the grass such as pallets or shelving
  - g. Extension cords & power strips
  - h. Trash cans within the booth area
  - i. Ice chests
  - j. Plasticware
  - k. Cleaning supplies
  - l. Lighting (as needed for early or late prep or Saturday night)
  - m. Hand sanitizer for guests (large dispenser from Costco or Sams Club) - required**
  - n. Any other items required for proper storage, preparation and serving of their food/beverages.
7. The concession booth sponsor is to consider and utilize as many methods as possible to be gentle to the environment. Example: Using recycled paperware, not using Styrofoam cups, etc.
8. Vendor will pay a one-time fee for each booth space they receive. Application is submitted electronically with payment due and payable electronically at the same time the application is submitted, no exceptions. Application or payment WILL NOT be accepted in any other format.

Fees are as follows;

Booth required:

\$1750 - each

Vendor has Food Truck or Chuck wagon:

\$1000

Above fees are Pathfinder clubs only. If you are an independent, add \$1000 to each.

Extra \$500 fee for application after deadline.

9. A Certificate of General Liability and Special Event Insurance, for a value of \$2M per occurrence, to be obtained and maintained at the sole expense of the vendor, to keep in force from August 11 to August 18, 2019, must be provided to CIC to ensure the booth's operation. The certificates must be provided within 30 Days of approval via email address provided in contract. If it is not provided within 30 days, it is understood your application will be voided, NO REFUNDS. If you are a Pathfinder club, you should be able to obtain this from your church or conference office. If you are an Independent Vendor, you'll need to contact the insurance company of your choice. Policies of insurance must provide such coverage which shall endorse the following entities and each of their respective officers, directors, employees, members, affiliates and divisions:

Center for Youth Evangelism

Andrews University

Seventh-day Adventist Church North American Division

Experimental Aircraft Association, Inc

EAA Aviation Foundation, Inc.

General Conference of Seventh-day Adventists

10. Concessions will be open Saturday night, but it is optional by vendor. Booths will not be open sooner than immediately following the evening meeting. However, you may sell food for as long as you have customers that wish to purchase your food. This generally means at least 1 or 2 AM.
11. It is understood that when the Concessions area is open for business, other than Saturday night, your booth will be too - no exceptions. Concessions will be open the following hours. The vending area is not open during Sabbath hours.

Monday: Noon to 9 pm

Tuesday: 10 am - 6 pm

Wednesday: 10 am - 6 pm

Thursday: 10 am - 6 pm

Friday: 10 am - 6 pm

Saturday: 10 pm to Sunday AM - optional

(Times Subject to Change)

12. Applications are accepted on a first-come first-served basis. Priority is given to Pathfinder Clubs and prior CYE Camporee vendors until August 31, 2018. Independent or private vendors are allowed but understand that their

approval will be pending until September 1, 2018. Applications will be considered and approved based upon what you are selling as to provide adequate variation of food items available as well as appropriate competition. Every attempt will be made to send an email regarding your application status - approval, denial or pending – within 14 business days from receipt. If for some reason your application is not approved, this is the only time a refund is valid. Deadline, without penalty, for applying is April 30, 2019.

13. Vendor will make sure their area is locked and secured. Recommend locks for your Pepsi refrigerators.
14. CIC is not responsible for lost or stolen property.
15. Those required for working in the booth that otherwise are not already registered for CIC are considered a Volunteer. Each Volunteer, however, must be a paid, registered participant of CIC. The Volunteer fee is \$195 and the payment and volunteer application is completed online and separate from this application and also in a different section of the website. The cost of the Volunteer application is above and beyond the fees relating to Concessions. Any payment to those Volunteers, as applicable, who work in the booth, is the sole responsibility of the vendor.
16. If ice is a required item, it must be purchased from the Camporee at a discounted rate, onsite. Purchase is cash only at time ice is purchased (no billing) and Vendor Pass must be presented to obtain the discount off retail. Ice purchased through this method may only be used in the Concessions area.
17. Vehicles will be allowed in the vendor area only prior to Monday at NOON. Otherwise, only golf carts are allowed. To do otherwise is a safety violation.
18. A vendor pass will be provided and required for any vendor personnel required to enter, or stay within, the Concessions Area outside of normal hours for food prep and cleaning.  
  
The same holds true for any food delivery or supplier, at designated area(s) Entry of any kind, outside of normal business hours, can only be made through the main entrance to Concessions or the designated area(s) for delivery.  
  
The Concessions Coordinator will distribute. Replacement passes will not be provided but may be passed amongst vendor staff as needed. Passes must only be used for Concession purposes.
19. Pathfinder clubs may use their booth to feed their Pathfinders and staff, although it is discouraged. However, this can only be done during normal business hours.
20. The location of your booth within the Concessions Area is determined by the Camporee based upon factors such as what you are selling, if you are a prior vendor or not, the size of your area, whether you need a tent or have a trailer or truck, the order in which you apply, health, fire or electrical requirements, etc. Our overall space is limited and not everyone can be in the front. Refunds will NOT be provided for your fees paid or revenue believed to be lost, so don't ask or complain about the location you have been given.
21. All vendors must sell all drinks as supplied by the CIC preferred vendor, PepsiCo. PepsiCo will invoice each vendor separately for the cost of the drinks at the time of delivery and payment will be collected AND REQUIRED by PepsiCo EACH DAY END. Vendors who do not pay their bill to PepsiCo daily will not be allowed to open the following morning. BTW – for those who have been a vendor previously, this is a big change as the Camporee is

no longer responsible for collecting the monies owed to PepsiCo. If you are required to be closed, until your PepsiCo bill is paid, you will not be refunded for any portion of your fees paid to the Camporee or revenue lost.

Pepsi will deliver drinks only through Concession hours on Friday. No deliveries will be made Saturday night. You are permitted to sell drinks Saturday night, Pepsi just will not be restocking your refrigerators. You will not be refunded for any drinks not sold so on Friday it is critical that you manage your inventory accordingly.

Each vendor is at liberty to set their own retail pricing.

Pepsi will provide 2 refrigerators, at no cost, for each vendor, for the sole purpose of keeping the drinks cold; ice is not required for these bottled drinks. PepsiCo will also be responsible for keeping your refrigerator properly stocked. PepsiCo has available, at an additional cost of \$25 for the week, additional refrigerators, as needed. These are first-come, first-served with payment made directly to PepsiCo upon first drink delivery.

Do not contact the PepsiCo company or representative prior to the event. If you have a question for PepsiCo, the Concessions Coordinator will be your liaison.

A list of drink variety will be made available to the vendors and posted at least a month prior to the event. These are NOT cans, these are bottles.

22. The only acceptable form of payment is US Currency.
23. Setup is Sunday all day and Monday AM, PRIOR to Monday noon as the concessions area is open for business starting 12:00 PM Monday. You may open earlier on Monday, should you choose to. Therefore, as a vendor, you must plan your arrival ahead of time, accordingly. While the event does not start until Tuesday, there will be plenty of people on site to feed. However, these initial hours are also used to insure everything is operational, primarily electricity.
24. Conduct is according to principles of the Seventh-day Adventist Church. No Smoking, No Drinking, No Drugs and No Foul Language. Conduct should be professional always befitting a Christian Business Person putting customer service and Christ like behavior as the highest priority.
25. If you end up not occupying the booth you are assigned, do not sell the original intended product from this booth or if you cannot meet any other requirements of the Concessions and this contract, you will be subject to being moved to a different location or closed permanently with no refunds provided.
26. Vendor cannot use or assign clever names, logos and signage to their booth that suggests or is in any form the same, similar or even suggestive of words, names or slogans from copyrighted corporate America. The only exception to this is based upon the fact you are selling franchise food and they have provided the signage or truck/trailer or chuck wagon.
27. Water is not available in each booth. It must be transported from a central location convenient to the concessions area.
28. Customers are not allowed inside the food booth. Pathfinders from your club are not allowed. Only those volunteers actively involved in food prep, selection or selling.

29. Workers are not allowed to eat inside of the booth, even your own food.
30. Food cannot be prepared off site.
31. Trash must be disposed promptly using only dumpsters and trash cans provided.
32. Grey water (water used in preparation of food and cleaning) must be disposed of in appropriate containers provided.
33. The Health Department requires the vendor to complete an application to be a temporary vendor for this event. The Camporee no longer includes this in the fee or applies for the vendor. This is now the responsibility of the vendor. This must be done in advance but not until you've been approved, and you file your application to the Camporee to be a vendor. The contact information located on the health department brochures posted online on the Camporee website where you found this document.

If you are found to have never been certified by the Fire or Health Departments or your temporary certification is revoked, your booth will be closed immediately for the duration of the Camporee with no refunds provided for fees paid or potential revenue lost.

34. At the end of the Camporee, vendor must be removed from the Concession Premises by Sunday Noon.
35. The deadline for any application is required by April 30, 2019. CIC reserves the right to accept any application after this date with arrangements made directly with Concessions Coordinator. An additional fee of \$500 is required.
36. All vendors are contractors. You are responsible for all injury expenses related to workers' compensation.
37. Golf carts are STRONGLY ENCOURAGED although not required. This is the only vehicle allowed within the fenced Concessions area. You will be required to park your primary vehicles potentially a long way away from the Concessions area. If you need to go for supplies, ice or groceries during the event or meet a supplier, a golf cart will be your only means to do so.  
  
GOLF CARTS ARE NOT INCLUDED IN YOUR FEE AND MUST BE APPLIED FOR IN ADVANCE THROUGH THE NORMAL CHANNELS ONLINE. You may not use your own golf cart or golf cart type utility vehicle or 4-Wheeler.
38. Credit or Debit cards may be used and in fact are encouraged. However, your connection must be wireless as no connectivity is available otherwise. Acceptance of credit or debit cards AND the type of cards is at the discretion of the Vendor.
39. Franchise food is permitted. This means if you would like to contract with a local restaurant/food supplier to be a reseller of their product at the camporee, you may do so. If you do so, it must still meet the vegetarian requirements of the Camporee. Additionally, it is recommended that you have at least selected, contacted and have an agreement with a local vendor, pending your application.
40. Separate storage space for your supplies is not available. If you would like to supply such a unit, it will be considered on a case by case basis. Space is limited and there may be a charge.

41. If you are required to ship or rent equipment to the site, you must arrange for your own representative to be on site for its arrival and departure.
- 42. ATTENTION: BEFORE SUBMITTING YOUR APPLICATION; please review the list of approved vendors online. Next, contact by email the Concessions Coordinator to discuss and share your vision. Since you pay upon application up front, we must be absolutely sure that what you have in mind will be acceptable. Furthermore, it is critical that you follow the time frames outlined in #12 specifically for those that must wait until September 1, 2018. All of this will help us better manage the food selection.**

**Camporee is responsible for:**

1. Will provide dumpsters, electricity, cold water and the white hoses at the water stations.
2. Will provide a Concession Food & Beverage Coordinator to help answer questions before and during the camporee. This person will also be "the voice" for the concession booth operations with direct access to CIC Administration.
3. The Concessions Coordinator and related staff are not to be used for the benefit of the vendor for such things the vendor should provide the resources to handle – such as running errands.
4. Camporee is not responsible for any broken, missing or stolen items from your booth
5. Camporee will provide a space for the vendor booth. For those vendors not having their own Food Truck or Chuck Wagon, a tent will be provided. The size of the tent will be a maximum of 20 x 30. Please note, these tents DO NOT have flooring of any kind, the ground/grass is the base of your tent.
6. Refunds are only provided if the vendor's application is not approved, approval is rescinded (prior to the Camporee) or vendor cannot obtain liability insurance. No refunds or discounts are available due to weather, delays in your arrival or the arrival of your food product or equipment, equipment failure, failure to comply with this contract, location of the booth or otherwise anything that is deemed the fault of the vendor, etc.
7. Police or background checks may be required on a request basis.
8. Camporee will provide a picnic area for customers.
9. Camporee will provide staffing to maintain and manage the cleanliness and organization of the picnic area.
10. Camporee is not responsible for any delay in the delivery of food products, by Camporee volunteers or outside vendors such as Kellogg's, local farmers, the Wisconsin ABC or the effects on your sales such delays may have.
11. Camporee will provide a limited number of tables and chairs for your booth. You are best providing your own.