



12 MCNAMARA ROAD  
MIDDLETOWN SPRINGS  
VERMONT 05757

802-235-1513

WWW.SOLARFEST.ORG

**Board of Trustees**

Melody Squier  
Forget-Me-Not Farm  
*President*

Steve Goldsmith  
segTEL, Inc., CTO  
*Vice President*

Mark McChesney  
The Barn Restaurant  
*Treasurer*

Laura Daubenspeck  
Rutland Area Food Co-op  
*Secretary*

John Blittersdorf  
Central Vermont Solar & Wind

Josh Brill  
Breezy Meadows Orchard & Nursery

Matt Kenyon  
Quality Carpentry

Kevin Kiefaber  
Educator

Chip Mauck  
Sunweaver Solar

Jeff Skelskie  
Special Services

Michael Sorce  
Dark Star Lighting & Production

Wheaton Squier  
Independent Care Provider

Todd Tyson  
Tunbridge Grease Collective

**Staff**

Patty Kenyon  
*Managing Director*

January 2012

Potential SolarFest Food Vendor

Dear Potential Food Vendor:

Attached is our 2012 Food Vendor Application.

We will be selecting our food vendors from a pool of qualified applicants. We continue using the two tiered pricing structure that distinguishes between smaller, specialty food vendors and bigger vendors who need larger spaces and have more varied menus. **ALL food vendors are subject to these guidelines.** Returning food vendors in good standing will receive preference only if their application and required paperwork are received within our stated guidelines. As in the past, the **deadline for ALL applications is April 1, 2012!**

Our goal is to provide the best and most diverse food offerings possible at SolarFest. We have a limited number of spaces, so it is important to follow our guidelines to the letter and to complete your application before the **April 1 deadline.** (For **returning vendors we've implemented an early deadline of March 1** to receive preference and early approval. See the enclosed paperwork for details.)

We are proud to be a Zero Waste event again in 2012! In 2011, our third year using the program, we eliminated our need for a trash dumpster and sent under 100lbs of non-compostable, non-recyclable debris to the landfill. We have our food vendors to thank for much of this landfill diversion. The use of compostable service ware, the practice of composting food scraps, and eliminating the sale of bottled beverages on site have made a tremendous impact on our environmental footprint. We appreciate your continued cooperation!

As you look over the enclosed application, please be sure to let us know if you have questions, need clarification or would like more information.

We look forward to hearing back from you soon!

Sincerely,

Patty Kenyon  
Managing Director  
802-235-2707  
[pkenyon@solarfest.org](mailto:pkenyon@solarfest.org)



## SolarFest 2012 Food Vendor Guidelines July 20, 21 & 22, 2012

**NOTE: Important Info Highlighted in Yellow**

**LOCATION:** Forget-Me-Not Farm, 12 McNamara Road, Tinmouth, Vermont  
**TIME:** Festival Opens at Noon on Friday, July 20, 2012 \*  
Closes at 7pm on Sunday, July 22, 2012

SolarFest is the Northeast's premier renewable energy and arts festival: a three-day family friendly-festival which combines an emphasis on renewable energy sources and sustainability with a diverse program of arts, music and culture. This innovative combination of energy education and the arts attracts a wide and varied audience.

\* Although the festival does not open until Noon on Friday, July 20, **ALL food vendors must set up on or before Thursday, July 19, 2012 and must be ready to be INSPECTED by the VERMONT HEALTH INSPECTOR at 9am on Friday, July 20. THERE ARE NO EXCEPTIONS!** Anyone missing the Friday Health Inspection will not be allowed to participate and will forfeit any and all fees paid or due.

**Eligibility:** All Vermont State licensed (able) food vendors are eligible to apply. **Food vendor fees must be paid in full with this application. Food Vendors must submit a complete menu with prices with their application. Proof of General Liability Insurance is required with this application as well.** Vendor Cancellation requires 60 day notice and 20% cancellation fee – less than 60 days, no refund

Spaces are limited to create diversity and provide a successful market for all vendors. All applications are subject to a jury process. Returning food vendors are given preference when their complete applications are received by March 1, 2012. **Application deadline is April 1, 2012.** Food vendors can also take advantage of our sponsorship opportunities. **Food Vendor Application fees will be deducted from sponsor fees as applicable. Applicants will be notified of their acceptance or denial by April 10, 2012. Acceptance will be by email. Denial will be by mail with the return of your application fee.**

### **Food Vendor Information / Policies:**

- This is a three-day festival! **Food Vendors must be on-site and set up on Thursday, July 19!**
- There is no electric power available and no generators are permitted
- **SolarFest is a Zero Waste Event**
  - ❖ Compostable Serving Products are required
  - ❖ Food Vendors cannot sell bottled water or bottled beverages
  - ❖ Food Vendors must compost food scraps (*compost buckets will be provided*)
- No moving vehicles allowed on festival grounds from 10am Friday to 6pm Sunday
- Vendors are responsible for their own tent, tables, etc.
- Each food vendor must provide their own hand-washing sink with garden hose hook-ups
- Absolutely No soliciting outside the confines of your assigned vendor space
- No subcontracting permitted
- No food or beverage items may be sold that are not on the menu submitted with the application. Please ensure you are thorough in listing all the food items you intend to sell
- **No dogs or animals** of any kind but working guide dogs are allowed
- **Absolutely No Glass** on the premises. Forget-Me-Not Farm is a Therapeutic Horse Farm for 50 weeks out of the year and glass can be devastating to horses. Thank You!
- Smoking is permitted in designated smoking area only. Smoking is not allowed in vendor booths
- Walk-in tent camping is free, Car/RV camping is \$20 per Car/RV

**Certificate of Insurance:** Naming SolarFest, Inc. and Forget-Me-Not Farm as additional insured(s) **is required** for all food vendors. Minimum coverage of \$1,000,000 for the dates of July 20 – 22, 2012 and must accompany this application.

**SolarFest ▪ 12 McNamara Road ▪ Middletown Springs VT 05757 ▪ 802-235-1513 ▪ [www.solarfest.org](http://www.solarfest.org)**

## SolarFest 2012 Food Vendor Guidelines – page 2

### Vendor Fees:

<u>Level 1 – Food Vendor (3 Available)</u>	10'x 12' space \$200 plus 10% of gross sales
<u>Level 2 – Food Vendor (3 Available)</u>	10'x 25' space \$300 plus 10% of gross sales

**Level 1** food vendors can sell one or two specialty items, i.e. desserts or bread and can fit in a 12' wide space.

**Level 2** food vendors can sell full menu items and need a 20' or larger space to accommodate their setup.

Space fee must accompany this application. **10% of sales will be collected at the end of the event on Sunday, July 20, 2012 and must be paid prior to each vendor leaving the grounds.** Please plan accordingly.

**SolarFest Sponsorship:** All food vendors are invited to become SolarFest Sponsors. If you choose to become a sponsor your food vendor application fee will be deducted from your sponsor fee. Sponsor levels are listed below. Our complete sponsor benefits package is available on our website at [solarfest.org](http://solarfest.org) or by contacting Patty Kenyon at [pkenyon@solarfest.org](mailto:pkenyon@solarfest.org) or 802-235-2707.

Sunburst - \$500	Solstice - \$1,000	Aurora Borealis - \$2,500
Nova - \$5,000	Super Nova - \$10,000	

**Festival Passes:** Food Vendor spaces include passes as follows.

**Level 1** – 3 Weekend Passes or the equivalent in Day/Weekend combinations.

**Level 2** – 6 Weekend Passes or the equivalent in Day/Weekend combinations.

**Festival Hours:** Friday, July 20 from Noon – 10pm (Box Office opens at noon, closes at 8pm), Saturday, July 21 from 9am – 11pm (Box Office opens at 8am, closes at 8pm) and Sunday, July 22 from 9am – 7pm (Box Office opens at 8am, closes at 5pm)

**Important to Note: No vehicles will be allowed entrance or exit to or from the festival grounds after 10am on Friday and before 6pm on Sunday.** Please understand that these rules apply to everyone and they have been put in place for the safety of all. No exceptions!

**Program Advertising:** Vendors may place an ad in our festival program. (Sponsorship of SolarFest includes a program ad benefit.) **5000 copies of our festival program are printed in early June.** Pre-festival distribution includes SolarFest sponsors, friends, donors, regional outlets and at the festival. The program is also available electronically on our website. All ads are black & white or grayscale only.

<b>Advertising Rates:</b>	1/8 page	\$60	[3.000" high x 4.875" wide]
	1/4 page	\$120	[6.250" high x 4.875" wide]
	1/2 page	\$240	[6.250" high x 10.000" wide]

**Ad Reservation Deadline: April 20, 2012**

**Ad Copy Deadline: April 25, 2012** (NO ads will be accepted after this date!)

**Ad Copy:** All ads must be black & white or grayscale and sent as a PDF or a standard image format (jpg, bmp, tif, gif) and at 300 dpi resolution. For more information contact Patty Kenyon (802-235-2707; [pkenyon@solarfest.org](mailto:pkenyon@solarfest.org)) or visit our website ([www.solarfest.org](http://www.solarfest.org)).

**Silent Auction Donation Information:** Please consider donating to our Annual Silent Auction. All proceeds go to support the basic operations of SolarFest, a 501(c)(3) non-profit. **Donations committed by April 20 will be listed in the Festival Program.**

**Food Vendor Application Deadline: April 1, 2012!**

**SolarFest 2011 Food Vendor Application**

**Application Deadline: April 1, 2012!**

*Please complete and return this form. Remember to keep a copy for your records!*

**Company / Organization Name:** \_\_\_\_\_

**Name/Organization for festival program** *(if different than above):* \_\_\_\_\_

**Short Description for the program:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Website:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Exhibitor Type (choose one):**

**Level 1 Food Vendor (10'x12')** \$200 due with Application

**Level 2 Food Vendor (10'x 25')** \$300 due with Application

**Festival Passes:** Indicate here the type of passes you would like to reserve. (3 Level 1 / 6 Level 2)

Full Weekend \_\_\_\_\_ Day Passes\* \_\_\_\_\_ \*Good for any *one* day

Silent Auction Item: yes / no *(circle one)* Item Description: \_\_\_\_\_

Program Guide Ad: yes / no *(circle one)* Desired ad size: \_\_\_\_\_

Ad Cost: \_\_\_\_\_ Car/RV Camping Fee: \_\_\_\_\_

**Food Vendor Fee:** \_\_\_\_\_ **Total Fees Incurred:** \_\_\_\_\_

**Agreement:** As a food vendor at SolarFest, I have read, understand, and agree to abide by the SolarFest policies and practices outlined on the 2012 Food Vendor Guidelines document. *Your signature is Require here:*

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL CHECKLIST:**

- Detailed Menu with prices enclosed or attached*
- Certificate of Insurance enclosed or attached*
- Payment Enclosed or credit card information submitted below*
- All Form fields completed and Signature added above*

*All applications will be reviewed and final decisions will be made and communicated by April 10, 2012.*

**PAYMENT INFORMATION:** Make checks payable to: **SolarFest, Inc.**, or pay by credit card here.

VISA/Master Card: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

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

## **SOLARFEST PROGRAM AD SIZES**

**QUARTER PAGE**  
**6.250" HIGH X 4.875" WIDE**

### **PLEASE NOTE**

All program ad copy must be  
greyscale or black & white.  
Questions? Email or call Patty at  
pkenyon@solarfest.org  
802-235-2707

**EIGHTH PAGE**  
**3.000" HIGH X 4.875" WIDE**

### ***SUBMITTING YOUR ADS:***

Submit ads in jpeg, tiff, or pdf  
format at 300dpi resolution to  
pkenyon@solarfest.org  
Questions? Email or call Patty at  
802-235-2707

**HALF PAGE**  
**6.250" HIGH X 10.000" WIDE**

**FULL PAGE 12.75" HIGH X 10.000" WIDE**



Dear SolarFest Food Vendor,

SolarFest is a Zero Waste festival! We are counting on all vendors to do their part. In addition to collecting recyclables, we will be collecting food discards and biodegradable service-ware for composting. To be a zero waste event, vendor participation is the key to our success! Please plan ahead and be prepared. It is essential that vendors provide food and beverages in recyclable containers or biodegradable cups, plates, napkins, and utensils. *Plastic utensils (including sampling spoons, straws, and lids), plastic bags, or other plastics will not compost.* Zero Waste Stations for recycling and composting will be located throughout the event for participants to use.

<b>Acceptable Containers &amp; Serviceware</b>	<b>Unacceptable Containers &amp; Serviceware</b>
All paper containers (including waxed paper products)—plates, bowls, cups, etc.	Styrofoam (Polystyrene, #6) & other plastic plates, cups, bowls, etc. Plastic coated paper (where the coating will not scratch off)
Biodegradable “plastic” cups, deli cups, & other items made from potato starch, corn starch, bamboo.	Any plastics that are not biodegradable.
Biodegradable “plastic” utensils made from potato starch, corn starch, bamboo.	Plastic utensils (cutlery)
Paper lids	Plastic lids
Wooden coffee stirrers	Plastic coffee stirrers
Biodegradable plastic sampling or wooden sampling spoons	Plastic sampling spoons
Waxed paper or parchment paper wrap & baggies	Plastic film, baggies
Recyclable aluminum & plastic bottles	Aseptic containers, drink boxes, milk/juice cartons
Aluminum Foil	
Paper napkins & paper towels	

Other tips:

- ✓ Consider selling food that requires minimal packaging (such as foil or napkin), foods that come with “edible wrappers,” such as burritos, or “finger foods.”
- ✓ “Carry-away” items such as chips, cookies, and pastries can be wrapped in wax paper or contained in wax paper baggies.
- ✓ Consider providing a “spork” instead of both spoons and forks.
- ✓ Instead of individual packages of condiments (sugar, cream, ketchup, mustard, etc.), use refillable pump condiment dispensers or bulk containers.
- ✓ Consider placing napkins behind the counter to be dispensed upon request.
- ✓ Do not provide straws or lids.
- ✓ Use wooden coffee stirrers.

## PLEASE DO YOUR PART:

- Place leftover paper products, food, paper packaging in compost receptacles. These receptacles will be conveniently located near vendor booths.
- Recycle cans and bottles.
- Break down cardboard and set it beside or behind your booth. A volunteer will collect it.
- ***Do as much preparation off-site to reduce waste. Consider using reusable containers to transport food and packaging. Pack up any trash that you generate at your booth and dispose of it properly.***

### Compost

- napkins, plates
- soiled paper
- food scraps
- biodegradable forks & spoons

### Recycle

- cans
- bottles
- foil
- cardboard (set aside)

**(Please empty liquid & food)**

Please **DO NOT** stuff cardboard boxes and other large paper items into the compost or recycling stations. Set boxes aside and they will be collected. Please take any large paper displays or items with you at the end of the event.

We appreciate your cooperation. Please let a volunteer know during the event if you have any questions or need special assistance in knowing what's recyclable or compostable, and what is not.

### **Where to get Biodegradable Food Service-ware**

Clear drink cups and utensils (cutlery) made from starch or compostable plastic are available through the following businesses:

Foley Distributing  
(802) 773-3738  
[www.foleydistributing.com](http://www.foleydistributing.com)

Mansfield Paper  
(800) 225-2641  
[www.mansfieldpaper.com](http://www.mansfieldpaper.com)

Cereplast and Nat-Ur, Inc  
[www.cereplast.com](http://www.cereplast.com)  
Small quantity purchases can be made at:  
[www.nat-urstore.com](http://www.nat-urstore.com)

Earthware Biodegradables  
[www.earthwarebiodegradables.com](http://www.earthwarebiodegradables.com)  
800-211-6747 ext. 206