



2019 GO FEST Food Vendor Guidelines

Oct. 18-20, 2019



Application Process

- Applications are due **May 1, 2019**.
- Go Fest is limited to 15 full service food vendors and a few specialty vendors.
- In the instance two applying vendors are providing the same kind of food, the committee may choose one based on criteria below.
- Applicants will be reviewed by the committee and preference will be given to vendors who offer:
 - Healthy options
 - Low-waste and biodegradable packaging
 - Quality Performance at Previous GO Fests
- Applicants will be notified of acceptance/rejection within 30 days.

Upon Approval

Applicants have **14 days** after notification of approval to provide the following:

- Signed Food Vendor Agreement Form
- Payment (Checks will be held in a safe until July 1 to be deposited during the same fiscal year as GO Fest. Once deposited, fees are not refundable.)
- Proof of Health Department Permit with Roanoke City Health Department.
- Photo of your full set-up with accurate measurements.

If all pieces are not received by the deadline, your spot will become available to the next vendor on the waitlist.

Fees

- Full-service Food Vendors - **\$850**
- Specialty Vendors (dessert or drink only) - **\$425.**
- Add-ons
 - WiFi access: **\$75**

Discounts

When vendors offer food vouchers to be used by staff, volunteers, or musicians at the festival, it adds value to the festival and so we are pleased to extend the following discounts:

- Full Service Vendor: Meal Vouchers - good for any full-meal item on your menu and drink, no restrictions. Choose one option:
 - 20 vouchers - **\$300 discount**
 - 10 vouchers - **\$150 discount**
- Specialty Vendor: Snack Vouchers - good for any menu item, no restrictions.
 - 15 vouchers - **\$75 discount**

Please carefully consider the following points as they will be part of your agreement with Go Fest.:

Event Requirements

All Food Vendors are required to:

- Remain “open” during the following times:
 - **Friday 6-10 p.m.**
 - **Saturday 10 a.m. - 10 p.m.**
 - **Sunday 10 a.m. - 5 p.m.**

(Closing during these times may adversely affect your acceptance to future GO Fests. You may consider opening earlier on Saturday and Sunday to offer breakfast for campers.)

- Pay [City of Roanoke sales tax](#).
- Have a Health Department Permit from the [Roanoke City Health Department](#).
- Accurately report your setup size and space requirements upon acceptance.
- Be prepared with an appropriate menu and supply stock for a large volume of customers (Attendance was 38,000 in 2018).
- Properly store and dispose of grease *outside* of the festival grounds.
- Provide your own refrigeration.
- Provide your own container and method of transporting water from the provided water truck.
- Provide a primary point of contact on-site throughout the event.
- Abstain from the sale of bottled water and use of glass containers.

Accommodations

GO Fest will provide:

- A “food court” area for all Full Service Vendors. Specialty Vendors will be placed at the discretion of the committee.
- Power: use of two 20 amp outlets, you must provide your own 100’ or longer 20 amp/110 volt extension cord. A potable water truck adjacent to the “food court” area.
- A gray water tank adjacent to the “food court” area. (*Not* for grease disposal)
- 1 Support Vehicle permit per vendor, allowing one vehicle to be driven onto festival grounds (behind your booth) during festival hours in order to resupply.
- Ice and WiFi (new!) available for purchase at the event.



Suggestions

- Ensure the name you apply with is prominently marked on your setup - vendors who are easy to find are more likely to attract hungry and wandering customers.
- Word of great food travels fast around the festival, as does the news of long lines. On your menu:
 - Offer a few quality options that can feed a high quantity of customers - A menu of 4 or 5 hit items that are quick to prepare do much better than vendors with a more extensive menu and/or longer wait-times while food is prepared.
 - Ensure the menu is easy to read.
 - Feature vegetarian and gluten-free options.
- Limit waste in any way possible -streamline packaging, portions, and production.
- Contact the Vendor Coordinator *early* with any questions, thoughts, or requests that may help you have a great experience at GO Fest this year. The month leading up to GO Fest is often too late!

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