

Art on the Mall Food Vendor Guidelines

Sunday, July 30, 2017

Art on the Mall 2017 is on Sunday, July 30 from 10 am – 5 pm and we are looking to fill our food vending slots for this year. Please fill out the vendor application and return it to our office by **May 12, 2017** if you are interested in applying and celebrating 25 years of Art on the Mall with us.

We locate all of our vending units West of Centennial Mall in front of UHall. The “food court” will be located on a paved road directly across from our beer garden area.

If you have a trailer or food truck it is helpful if you are able to set-up on Saturday, July 29. Alumni representatives will be on site Saturday from 10 am – 4 pm to assist you with your location. If you are not able to set up on Saturday, we require your unit to be set by **8:30 a.m.** on the morning of the festival.

Vending space is at a premium. Your vending unit is the only vehicle authorized to be onsite at this event once the show begins. All non-vending vehicles must be off of the mall by 9:30 am. Tow vehicles and trailers must be parked in the adjacent parking lots.

Dropping a vehicle in advance of your set-up to “save” your location is prohibited. Vendors will be placed in the order in which they arrive on site with their vending units. Please be courteous to fellow vendors, artists and volunteers by following our guidelines.

Below are a few details you will need to take into consideration when vending at Art on the Mall.

1. Attendance: If the weather is nice we usually see crowds between 10-15,000 people.
2. Fee's: Vending fees for the festival are \$175. Payment can be made with cash, cashiers check or credit card and is due upon acceptance to the show. Payment is required prior to set-up.
3. **Soda & Water Sales Are Prohibited: The UT Alumni Association reserves the right to sell soda and water.**
4. Multiple Vendors: The UT Alumni Association reserves the right to enlist the use of multiple vendors and strives to keep duplication of menu items to a minimum but reserves the right to add items as deemed beneficial to the event.
5. Paperwork: In addition to your application, all vendors, including those who have been with the festival for years, will be required to submit six additional pieces of information. Please submit the completed application and all of the additional materials at the same time.
 - **Entire menu of items you wish to serve including the price you charge. Not all items may be accepted and items not accepted are prohibited to be served without approval.**
 - UT food service waiver (enclosed)
 - The latest copy of your Health Department inspection

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- The latest copy of your catering / food vendor license
- Proof of insurance
- Diagram of vending unit (form provided) and power requirements with plug configuration

If you have any additional questions, you can contact me directly at 419.530.4316 or email me at ansley.abrams@utoledo.edu.

Sincerely,

A handwritten signature in cursive script that reads "Ansley Abrams-Frederick".

Ansley Abrams-Frederick
Director of Alumni Programming

