



Capitol Federal Amphitheater®

2020 Summer Concert Series

Vendor Application

General Information

We have space to accommodate approximately 5 food vendors at each concert. Location assignments will be based on many factors, including previous participation and the date the application is received.

Vendors must submit a \$25 deposit per event, payable by check, with the application to be considered for participation. If vendor is not chosen to participate, the full deposit will be returned.

Applications for all events are due **Friday, April 24th**. Vendors are accepted on a first come basis and spots may be filled before this deadline.

2020 Concerts

Food vendors may choose to participate at individual events or the entire summer season. Only one application is required to participate in multiple events. Gates will open at least one (1) hour prior to the first band and vendors will be permitted to sell through the end of the night. Please see application for event dates.

Food Court Tickets

This year, the City of Andover will be instituting a ticketing system for food vendors. All patrons who wish to purchase food will be required to purchase food tickets and present these to the food vendors. Each ticket will be valued at \$1. Vendors must participate with the ticket system and will not be allowed to accept cash or credit at the point of sale.

Fees & Services

A \$25 deposit per event is required. After the event, deposit will be returned unless vendor fails to participate in the event or the City determines that damage was caused to the vendor space at the event.

In addition to the deposit, The City of Andover will assess a 10% fee for all gross sales. All food vendors will participate in the ticket system. At the end of the event, city staff will bag the tickets for each vendor and count the tickets. City staff will have a check ready for the vendor after 3pm on the Monday following the event.

The City of Andover will submit sales tax to the state for food sales and will collect 7.5% of each ticket in addition to the 10%.

The City of Andover will not provide napkins, utensils or any other materials for each vendor.

Vendor spaces measure 10'x20' (WxD) Vendors may occupy multiple spaces, but must confirm total dimensions on the application. Only the number of allotted spaces per dimensions will be granted at the events. Trucks or trailers must fit in the allotted space.

The Capitol Federal Amphitheater® has twenty-two (22) 110 V/20 Amp outlets and six (6) 220 V/50 Amp outlets. Please note that the limited number of 220 V/50 Amp outlets. These will fill up fast and priority will be given based on application submission dates. Water is included free of charge and Ice is the responsibility of the vendor.

Vendor is responsible for the cleanliness of the rented space(s). It is expected that the space(s) will be left in the same condition upon conclusion of the event. Vendors selling items processed with grease must cover the susceptible areas.

Insurance/Licenses

The City of Andover requires all food vendors to have a valid Kansas food license and sales tax identification number. The City of Andover also requires \$1,000,000 of liability insurance for each vendor and the City of Andover must be named as additional insured. Certificates of Insurance and copies of food license must be provided to the City prior to the event. All vendors must meet minimum requirements of the Butler County Health Department. Vendors must have an up-to-date license displayed in a visible place during operation.

Other Information

Specific information for each event (set up times, parking, etc.) will be provided no later than 2 weeks prior to each event.

Vendors must adhere to all city and state laws. The City reserves the right to refuse vendors for each event for any reason. Upon acceptance, vendors will be required to sign a participation agreement that will outline policies and guidelines.

Vendors will only be permitted to sell what is listed on the menu submitted on this application. Water and non-alcoholic beverages are permitted; however, the sale of alcoholic beverages at your truck or booth is strictly prohibited. Glass containers are not allowed at Capitol Federal Amphitheater®.

The vendor and all participants shall indemnify, keep and hold harmless Capitol Federal Amphitheater®, the Andover Convention and Visitors Bureau, and the City of Andover, their agents, representatives, members, officials, and employees from any and all liability caused by injury or other circumstances resulting from participating as a vendor. Spaces assigned to the vendor are public and cannot be considered exclusive by the user. The vendor is responsible for any damage done to setup location.



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CONTACT INFORMATION

Vendor Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____ Website/Social Media: _____

VENDOR SPECIFICS

Please **circle** one: Food Truck/Trailer Booth/Canopy

Number of staff at event: _____ Total Dimensions (WxD): _____

Menu (please include prices): _____

*No alcoholic beverages may be sold out of the booth/truck at any time during the event(s). No glass containers allowed.

Please indicate your power requirements.

110 Volt/20 Amp (22 Available) Number of Outlets Needed: _____

220 Volt/50 Amp (6 Available) Number of Outlets Needed: _____

INSURANCE/LICENSE

State of Kansas Food Vending License # _____ Sales Tax ID: _____

EVENT DATES

(Please select dates you wish to participate as a vendor.)

August 15 _____ October 10 _____

\$25 fee for each event due with application

Make checks payable and return applications to:

City of Andover, KS

c/o Capitol Federal Amphitheater®

PO Box 295

Andover, KS 67002