

Brian J. Benedetti, Executive Director

February/March 2011



May 19-20-21-22 2011

Dear Food Vendor:

It is time again to bid on a space for the 2011 Fine Arts Fiesta.

Bids must include the full food and beverage menu and prices, linear foot bid (\$25.00 per linear foot, a minimum of 20 feet), description of food vendor stand and a photograph of approximately how it will appear. **The exact number of frontage feet is required for the bid.**

Deadline for bids is April 19, 2011. No exceptions.

We are always very concerned with food quality, refrigeration, cleanliness and aesthetic presentation of all vendor spaces.

In the event two vendors bid with the same food item the higher bid will always prevail. If there is a tie the vendors will have to rebid for the space. Upon a second tie a drawing will be held with both vendors present to see who gets the space. A vendor may be contacted if his/her bid requires clarification.

All successful bidders will be notified by letter and or telephone and then have 7 days to pay their fee in full.

Please be reminded that the required Wilkes-Barre City license fee is \$250.00 and good for all city functions for one calendar year (except the Farmer's Market) unless you possess a current Wilkes-Barre City catering license. For further information on the city events call Lori at 570-208-4149.

Interested vendors should read the following carefully before submitting their bids.

- The Fine Arts Fiesta, Inc. reserves the sole right to accept or reject any and all bids. No distinction will be made between profit and not-for-profit vendors. **No refunds once payment is made.**
- Vendors will provide the Fine Arts Fiesta with a certificate of *broad* form comprehensive general public liability insurance with the Fine Arts Fiesta listed as additionally insured. **A \$300,000.00 minimum coverage is necessary.**
- A detailed contract will be signed when meeting with successful bidders and paying the amount due for the agreed upon frontage as per the schedule set forth in the bid form. **A 20% on the dollar commission on the total gross receipts is charged in addition to the vendor fee paid which is collected nightly.**
- If you are interested in bidding, please complete the enclosed bid form and return it by the date specified on the bid form.

If you have any questions please do not hesitate to call me between 8:30 AM and 3:30 PM at 570-674-6250.

Good luck and we hope to see you at The Fine Arts Fiesta 2011.

Sincerely,

Brian J. Benedetti

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FOOD VENDOR BID FORM

_____, operating as _____
(Name)

(Address) (Telephone Numbers)

Submits a bid of _____ dollars per linear foot (minimum 10' frontal and minimum bid per square foot \$25.00) for _____ feet (minimum of 20 linear feet).

If no number of feet is designated, 20 linear feet will be assumed and that the amount of space reserved. It is the bidding individual/Vendor's understanding that the Fine Arts Fiesta also upon acceptance into the event **charges an additional 20% on the total daily gross. All taxes, license fees and health and safety requirements are the responsibility of the vendor.**

Menu Items:

Return this bid form postmarked by April 19, 2011 to:

Brian J Benedetti
Fiesta Food Committee
P.O. Box 2053
Wilkes-Barre, PA 18703-2053