

2008 San Antonio Highland Games and Celtic Festival

Food Vendor Criteria

Dates & Times:

Friday, 4 April 2008	9 AM – 8 PM	Load in and set-up food vendors
Saturday, 5 April 2008	7 AM – 9 AM	Load in and set-up food vendors
	9 AM – 8 PM	Open for business
Sunday, 6 April 2008	11 AM – 6 PM	Open for business
	6 PM – 10 PM	Strike tents and load out food vendors

Fees:

10' x 10' Vendor Space	\$200.00	Folding Chairs	\$ 1.00 ea.
10' x 20' Vendor Space	\$300.00	Tables	\$ 10.00 ea.
20' x 20' Vendor Space	\$400.00	Electrical Connection	\$ 50.00

Please make checks or money orders payable to San Antonio Highland Games Association or SAHGA.

Items to be sold:

Food vendors may submit with their application a list of their preferred food items to sell. We limit sales of each type of item to one vendor to ensure everyone's success. Preference on items will be given first to our previous vendors, then to new vendors on a first come, first serve basis. All food vendors may sell any drinks **with the exception of sodas, beer, and water**. Specialty sodas such as Irn Bru are allowed.

Booth Requirements:

- Booths standing on the ground under a tent must have wood floor over wood pallets. NO EXCEPTIONS!!
- Booths serving food or open drinks must have a roof or shelter over the area where food and drinks are sold.
- Trailers built for food concessions with overhead shelter and elevated floors are acceptable.
- A certain number of permanent booths on the fair grounds are available and will be assigned to food vendors, as they have concrete floors and metal roofs.
- Booths must be completely set up, and all other vehicles removed from the fairgrounds by 9:00 am, Saturday, April 5th.

Booth location will be determined by the Festival Committee who will decide food booth locations as related to merchandise vendors, stages, athletics, clan tents and other participating groups. All food booths will be convenient to entertainment areas. Your food item, beverages, and location are guaranteed when your fee is paid in full, and approved by the Festival Committee.

If you need to rent a tent, contact: Alexander Tent Rentals, 210-637-0858

Security is provided day and night on the festival grounds. You are encouraged to be security conscious and not leave valuables unsecured. **The Highland Games Association is not responsible for theft or damage.**

Your sales are cash sales. **We do not ask for a percentage of your sales**, unless otherwise agreed to. **You are responsible for your own change.** We are unable to provide cash changing services at the Games.

Consumption of alcohol beverages is expressly forbidden while serving or selling any product. People who disregard this will be politely asked to leave.

Smoking is strictly prohibited in booths.

Please provide appropriate signs describing your product, and displaying prices.

If cooking with a grill, place a tray or metal container under the grill to catch any burning charcoal, food, hot grease or ashes that may drop through the grill. Grills must be kept outside your tent or booth space. Charcoal **must be completely extinguished**, and put in a metal container before placing in the dumpster. **Do not put charcoal in trash cans.** All precautions must be taken to prevent grass fires.

State Sales Tax:

All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product. You may obtain more information or a tax permit at the State Comptroller's web site: www.window.state.tx.us or by calling 1-800-252-5555.

Insurance:

Prior to April 4, 2008, all vendors at our Games must provide the San Antonio Highland Games Association with a copy of their Certificate of Liability in the amount of \$1,000,000. If you do not have an insurance policy for at least this amount, you must purchase a two-day policy from the San Antonio Highland Games Association (SAHGA) through the Helotes Festival Association. At the date of this notice, the cost is \$95 for our two-day event. If you need to purchase this insurance, simply add the insurance costs to your vendor fees on the application form.

Temporary Health Permit:

Vendors selling any food products, pre-packaged or otherwise, will be required to obtain a temporary health permit for the weekend. **The health inspection fee of \$50.00 must be paid at the time the booth is paid for.** This is a new requirement this year; however, it will help prevent our organization from losing money. We must pay the health inspector prior to the opening of the Games. In the past, we have had no-show food vendors which caused us to not be able to collect their health inspection fee. Thank you for your understanding.

Hotels:

We have negotiated rates with one hotel in the area; however, we do not have a "Host Hotel." The Games does NOT make these reservations. All interested participants and vendors are responsible for calling in and making their own reservation, guaranteed with their own credit card. They will only be offered the Festival rate if they identify themselves as part of the San Antonio Highland Games. The hotel is the Motel 6 Bandera Road, located at 11425 West Loop 1604 North, and the phone number for reservations is 210-695-6616. Small pets up to 25 lbs. are allowed at this hotel. Festival rates for this hotel are \$62.99 for Friday and Saturday night reservations and \$54.99 for Sunday night reservations. **Please book your reservations as soon as possible because this is a special event weekend (the Final Four Basketball Tournament is the same weekend) and once our block of rooms is reserved, we may not be able to get more. The block of rooms will be released to the general public on March 4th, so be sure to book before then.**

On-Site Camping:

The Helotes Festival Association allows camping in RVs in the parking lot at the site. RVs must park on the north-east corner of the parking lot away from the main entrance. There are no water or waste hook-ups. The grounds are locked every night so access is restricted after 10PM.

Check-In:

There will be a check-in booth at the fence gate leading into the Festival grounds. One of our staff or volunteers will be there Friday 9AM-8PM to check in vendors and assist them in locating their booth sites. Tamara Carroll will be at the Festival grounds Friday and Saturday to help vendors and answer questions.