



# American Lebanese Cultural Center

## Lebanese Festival 2019 Food Vendor Agreement

This Agreement is made this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_; 2019 between the American Lebanese Cultural Center (ALCC) – Houston; a non-profit Texas corporation, represented by:

ALCC Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**and:**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Name of Business Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **FESTIVAL GENERAL TERMS AND CONDITIONS**

## **1. Festival Schedule**

The 5<sup>th</sup> Annual Houston Lebanese Festival is scheduled to be open to the public on the dates and between the hours listed below:

First Day: **Saturday, March 23, 2019 from 12:00 PM to 11:00 PM**

Second Day: **Sunday, March 24, 2019 from 12:00 PM to 9:00 PM**

Location: **Constellation Field, 1 Stadium Drive, Sugar Land, TX 77498**

The Vendor shall be properly setup, fully stocked and staffed at all times to serve the public with no interruption. All hot or cold food and drink items shall be ready to be served at the stated times above.

## **2. Vendor Set-Up Schedule**

### **2.1 Equipment Set Up**

The Vendor shall have all equipment and supplies intended to be used at the festival transported to the festival site at Constellation Field, Sugar Land, TX to be erected and made ready as follows:

**Friday, March 22, 2019 from 9:00 AM onwards**

### **2.2 Food/Beverage Set Up**

The Vendor shall have all food/beverage items and all consumables delivered and stocked at its designated booth according to the following schedule:

Saturday, March 23, 2019 from 8:00 AM to 11:00 AM

Sunday, March 24, 2019 from 8:00 AM to 11:00 AM

Vendor agrees to strictly comply with the above schedules for the setup and stock-up of its food booth. No vendor delivery personnel will be allowed inside the festival site past the allowed set up times listed above.

Vendor parking is located at the rear of the Stadium behind the Ice House (see Stadium Layout in Appendix A)

## **3. Vendor De-Mobilization**

Upon conclusion of the festival activities on Sunday March 24, 2019 at 9:00 PM, the Vendor shall immediately start removing his equipment and supplies from the site and shall conclude all his activities by 11:00 PM of same evening. Vendor shall collect all his trash in plastic bags and dispose into designated containers.

#### **4. ALCC Fee and Royalty**

ALCC will charge fees for the following bidding categories.

1. Starting bid of **\$1,000** for the following vendors:
  - Packaged foods for sale
2. Starting bid of **\$2,000** for the following vendors:
  - Sweets; Mana'eesh – Saj or baked; Fresh juices; Ice cream
3. Starting bid of **\$2,500** for the following vendors:
  - Combination plates that include (hummus, grape leaves, Tabbouli pies, etc.)
4. Starting bid of **\$3,000** for the following vendors:
  - Shawarma sandwiches or plates – Chicken or Beef
  - Kabob sandwiches or plates – Chicken or Beef
  - Falafel sandwiches or plates
5. Starting bid of **\$3,500** for the following vendors:
  - Hookah

This agreement will not be considered binding unless ALCC receives the full payment at the time of signing this agreement. Payment must be by check or money order payable to: "American Lebanese Cultural Center".

If this agreement is not signed by the Vendor and full payment received within two business days of award notification to the Vendor, ALCC, at its discretion can rescind the award and pass on to another vendor.

#### **5. City of Sugar Land Department of Health Requirements**

Vendors must complete a City of Sugar Land Temporary Food Permit application and submit a copy of their Certified Food Manager or Food Handler certificates. All permits and certificates are to be returned to the ALCC for further processing.

The ALCC will apply, and pay for, a Food Consumption Permit from the City of Sugar Land. All Food Vendors will fall under such permit. Food Vendors shall be required to comply with applicable permit requirements. Further action may be required from each vendor concerning such addition to ALCC permit at Vendor's expense.

#### **6. City of Sugar Land Fire Department**

Vendor agrees to comply with all the rules and regulation of the City of Sugar Land and the Sugar Land Fire Department.

#### **7. Texas Sales and Use Tax Permit**

Vendor shall have a valid Sales and Use Tax Permit issued by the State of Texas and is responsible for reporting and paying all sales taxes collected during the festival. All food and beverage prices must be inclusive of sales tax if applicable. No additional taxes shall be passed on to the customers during the festival activities.

Vendor shall submit a copy of his sale tax permit along with the certificate of insurance, one week after this agreement is accepted and approved by ALCC Representative.

## **8. Pricing**

All food item prices must be reasonable and approved by the ALCC Festival Management.

## **9. Food/Beverage Items Exclusion**

The following food/beverage items are **excluded** from being sold by any vendor during the festival activities. ALCC Festival Management has the right to ask vendor to remove any food item not listed on the approved food/beverage list.

### **These items are NOT allowed to be sold or given away by Food Vendors**

- a) Soft drinks of all kinds:
- b) Bottled water,
- c) Canned or bottled juice,
- d) Hot/cold Coffee and tea
- e) Any coffee or tea-based drinks.
- f) Alcoholic beverages of all kinds
- g) Sweets of all kinds unless otherwise agreed by festival management within this agreement and listed on the approved itemized food list.
- h) Snacks and candy
- i) Fruits (apple, banana, Orange, dates, figs, grapes, etc)

Vendors must pay for their own ice bags. \$5/bag (40 lbs bag) and will be stacked in a designated freezer for their use. Vendor will be responsible for logging how many bags they pull from the freezer (on an honor system).

## **10. Propane Requirements**

Vendors may use Propane or Electrical power to cook. When using Propane the following steps shall be strictly adhered to:

- Propane Gas bottles shall be placed in a secure and fenced area provided by the ALCC, behind each vendor tent.
- Propane bottles shall always be setup in vertical position and each bottle shall be at least 10' away from any open flame
- Propane bottle(s) setup shall be the responsibility of the vendors. Those vendors shall use propane gas only after the Safety Officer's inspection and approval.
- Propane Gas monitors shall be placed in the restricted Propane Gas area. Also, vendors using propane gas shall have a functioning Propane Gas Monitor in their area of operation.

The ALCC will assign a Safety Officer to manage and monitor all propane tank activities. The Safety Officer will be responsible for implementation of all safety measures; provide

safety orientation to personnel and volunteers based on their duties and responsibilities; and conduct safety Audits and inspections.

All food Vendors employees will be provided orientation and training by the Safety Officer in dealing with emergencies, especially fire emergencies.

## **11. Electrical Requirements**

Vendor must identify the voltage and rated power (amperes) requirements of all electrical equipment he intends to use at the festival. Voltage and amperage of each equipment shall be taken from the manufacturer tag attached to the equipment, and not to be guessed. Vendor shall list the voltage and amperage of each equipment in the table provided in subsequent sections.

The above is essential for the festival management to calculate the total amperage required to successfully run the entire festival with no interruption and to provide proper circuit breakers and voltage outlets at each booth.

If Vendor requires a special voltage other than the standard 110/220 volts, the Festival Management will determine if can be accommodated, otherwise vendor will be requested to substitute such equipment to another utilizing the available voltages.

## **12. Food Safety/Hygiene Requirements**

### **12.1 Food Safety**

- Ingredients used in the preparation of food shall be fresh, clean, wholesome, free from spoilage, and safe for human consumption.
- Cold foods shall be continuously held at temperatures below 41°F.
- Hot foods shall be continuously held at temperatures above 141°F.
- Avoid having cold/hot foods at temperatures between 41°F and 140°F.
- Provide the right equipment in good working condition to keep foods at the right temperature.
- Cold packaged foods are to be stored in a display refrigerator. Upright refrigerators are not allowed to be used at the festival.
- A coil refrigerated salad bar type table top should be used to keep all cut vegetables and garnishes to be used in preparation of the food, chilled at the required temperature.
- Hot foods are to be placed on an electrically heated hot water table to help maintain at the right temperature. Use of sterno flame heat under hot water bath containers is NOT recommended to heat or keep hot foods at required temperature unless the starting hot water used is at 180°F or more.
- All foods whether hot or cold shall be covered at all times when not being used to serve customers.
- Personnel handling money and other equipment are not allowed to be directly handling and serving food.

- The use of disposable gloves by all food handlers must be strictly adhered to and monitored at all times. There is no hand-wash facility at the booth or close by, therefore employees must use a hand sanitizer as well as change the disposable gloves every time they change tasks.
- All food handlers must be wearing a hair net at all times when on duty.

## 12.2 General Hygiene

- Vendor shall keep his area clean at all times. All waste and trash shall be collected in proper waste bins and disposed-off frequently.
- Vendor shall keep food preparation area and all counter tops clean and representable to customers. Used and empty utensils shall be removed and stowed under preparation tables or in the back of the booth away from customers' sight.
- Vendor shall not utilize same utensil in more than one type of food. Vendor shall have adequate number of utensils and ample spares to replace contaminated pieces.
- All employees in attendance at the Vendor booth shall be dressed in proper unified uniform that shall be kept clean at all times. Vendor shall provide spare uniforms at site for replacement of soiled ones.

## 13. Miscellaneous Requirements

Vendor agrees to adhere to the following:

- Vendor is NOT allowed to place his own posters or banners at his designated booth. ALCC will provide standardized banners or posters identifying each business identity.
- Vendor shall clean and secure his assigned space each night, although overnight security is provided to guard the venue, Vendor shall NOT under any circumstances hold ALCC or the festival management liable for the theft or loss of any equipment or material from his booth.
- Change food preparation tables covers (if provided), once daily or as often as needed to maintain cleanliness.
- Comply with all arrangements made by the American Lebanese festival management for removal and disposal of grease (if applicable).
- All Vendor designated employees must have valid Entrance tickets issued by the ALCC and enter/exit the venue through the rear Vendor entrance gates as advised by the ALCC Festival Management during the festival.

## 14. Limited Liability Insurance

Vendor agrees to obtain and provide a copy to ALCC a **certificate of insurance** covering all its activities at the festival and also name the ALCC as an additional insured. The certificate will provide for coverage, which shall include but not be limited to general liability coverage in the amount of at least \$1,000,000 (One Million Dollars). The insurance

coverage shall commence at 7:00 AM on Friday March 22, 2019 and terminate at midnight Sunday March 24, 2019.

Furthermore, Vendor shall sign a Waiver releasing, ALCC, ALCC Officers, and the festival management from any liability or claims raised by any of the Vendor's employees due to injuries sustained while performing his/her duties or while on the festival premises.

#### **15. Damage/Loss Responsibility**

Vendor agrees to pay for all damages inflicted by its employees or agents to any property (e.g., tents, tables, venue fixtures or structures, etc.) that are provided by or through ALCC for its use at the event.

# VENDOR INFORMATION

Vendor shall fully and accurately provide all information and data required in the sections below:

## 1. Business Information

Business Name: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Principal Owner(s) Name(s): \_\_\_\_\_

Principal Owner(s) Contact Number(s): \_\_\_\_\_

## 2. Booth Assignment

Each booth is generally 10 ft. x 10 ft. If Vendor requires more than one (1) booth, he shall indicate his selection below. ALCC Festival Management will try to accommodate Vendor, however cannot guarantee that all requests can be fully met.

Name to be displayed on Booth: \_\_\_\_\_

Type of Food to be served: \_\_\_\_\_

Number of Booth(s) Requested: \_\_\_\_\_

## 3. Booth Attendants

Indicate the name of the primary person responsible for the management of all activities at the booth throughout the festival duration and the names of his deputies in case he cannot be reached.

Primary Manager: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Alternate Manager: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Alternate Manager: \_\_\_\_\_ Mobile #: \_\_\_\_\_



#### 4. Priced Food List

List all the food items you propose to sell at the festival with a brief description and the suggested sale price (inclusive of sale tax if applicable).

1. \_\_\_\_\_ Price \$ \_\_\_\_\_
2. \_\_\_\_\_ Price \$ \_\_\_\_\_
3. \_\_\_\_\_ Price \$ \_\_\_\_\_
4. \_\_\_\_\_ Price \$ \_\_\_\_\_
5. \_\_\_\_\_ Price \$ \_\_\_\_\_
6. \_\_\_\_\_ Price \$ \_\_\_\_\_
7. \_\_\_\_\_ Price \$ \_\_\_\_\_
8. \_\_\_\_\_ Price \$ \_\_\_\_\_
9. \_\_\_\_\_ Price \$ \_\_\_\_\_
10. \_\_\_\_\_ Price \$ \_\_\_\_\_

**5. Electrical Power Requirement**

In order to better serve your business at the festival, please fill out the following information related to all electrical equipment and tools you intend to use in you designated booth. The information must be taken from the equipment/tool tag plate.

List all electric equipment which will be used with voltage and current ratings.

	Equipment Description	Voltage (110 or 220 volts)	Current (Amperes)
1			
2			
3			
4			
5			
6			
7			

**6. Miscellaneous Vendor Requirements**

(a) Please list your propane requirements Here: \_\_\_\_\_

\_\_\_\_\_

(b) Please list any special electrical plugs to be used here: \_\_\_\_\_

(c) Please list any special items or services you request to be provided by the Festival Management at your designated booth.

(d) Do you require special lighting? If **YES**, please explain: \_\_\_\_\_

(e) Do you require special voltage for any of your electrical equipment (other than standard 110/220 volts)? If **YES**, please explain:

Type of Equipment: \_\_\_\_\_ Voltage: \_\_\_\_\_

This form must be completed, signed (on first page), and returned to the ALCC Festival Committee by **5:00 PM on Friday, February 22, 2019**. Contact information below

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**Tony Okde**  
**Mobile: 713-291-1112**  
**tokde@aol.com**

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# Appendix A - Stadium Layout

