



Food Vendor Booth Application November 8 & 9, 2019

(Application Deadline September 20, 2019 or Until Filled)

Business Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Cell Phone (____) _____

Email Address _____

Each Booth Space is 20' x 20' (Space only – no equipment, power or water supplied by MWR)

Fee: \$2500 for single 20' x 20' space or 30% of sales, whichever is greater \$ _____

Fee: \$2000 for each additional 20' x 20' space (max of 3 booths) or 30% of sales, whichever is greater \$ _____

Fee: \$1500 for single 10' x 10' space (selling one item only) or 30% of sales, whichever is greater \$ _____

TOTAL COST \$ _____

List equipment you will be using: (No Charcoal Allowed) _____

(No additional equipment may be added once submitted)

Return this entire form, your payment, food menu, certificate of insurance, pictures of your booth set-up and signed rules and regulations to:

MWR Food Concessionaire
Attn: Lisa Beeksm
450 Radford Blvd., BLDG 4143
Pensacola, FL 32508

Make Check Payable to:
MWR Fund – NAS
Pensacola Air Show

NO REFUNDS

PLEASE CIRCLE PAYMENT TYPE:



BILLING ADDRESS ZIP CODE: _____

ACCOUNT NUMBER: _____
EXPIRATION DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

ADDRESS

CITY/STATE _____

AMOUNT OF CHARGE: \$ _____

AUTHORIZED

SIGNATURE: _____

(The NLCPD reserves the right to change a payment to reflect the correct fee.)

Hours of Air Show Food Operations, (Hours Subject to Change) Food Vendors must remain open!

Friday, November 8, 2019 8:00am – 3:30pm (gates open at 8:00 am – Air show starts at 9:30 am)
Friday Night Show, Nov 8, 2019 4:00pm – 6:30 pm (Night Air Show – Friday Only)
Saturday, November 9, 2019 8:00am – 3:30pm (gates open at 8:00 am – Air show starts at 9:30 am)

The MWR Food Concessionaire Committee will assign your booth location and set-up time. Vendors can set-up Thursday until sunset and again Friday morning till 7:30. **Please Note:** Trailer Vendors will be contacted with an assigned time to drop off your trailer on Thursday Morning, Nov 7.

Insurance:

You must furnish a certificate of insurance to the MWR office at time of registration. The insurance certificate requirements are as follows:

- The insurance company shall have a minimum Best Rating of A-1.
- The minimum limit of liability shall be \$1,000,000.00.
- The policy coverage shall be Comprehensive and on an Occurrence form.
- Under Certificate Holder, **US Navy and MWR at NAS Pensacola, 450 Radford Blvd., BLDG 4143, Pensacola, FL 32508** shall be named as Additional Insured.

NAS Pensacola Preventive Medicines Department:

Each food vendor must apply for the required NAS Pensacola Preventive Medicines (Health Inspectors at NASP) Temporary Food Permit (DD2970). For your convenience, we have supplied the link for the Temporary Food Permit (DD2970) form. <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2970.pdf>. You are required to submit this form back to our MWR Food Coordinator. **You will need to make a copy of your approved permit and post in your booth during Air Show hours.** All booths must abide by the NAS Pensacola Preventive Medicines rules and regulations at all times. NAS Pensacola Preventive Medicines require all food vendors who set-up tents must have Plywood or Tar Paper underneath their area, NO EXCEPTION. NAS Pensacola Preventive Medicines (Health Inspectors at NASP) Inspections will begin promptly at 8:00am on Friday, Nov 8.

Booth:

- You will NOT be allowed to expand beyond your allotted space, before submitting an application make sure all of your equipment can be set-up in a 20ft. x 20ft. booth.
- VENDORS with Trailers, you are required to submit the Trailer Booth Layout Form and pictures of your trailer from bumper to hitch with serving windows open.
- All booths shall be painted and trailers shall be in good repair.
- Booths must display a prominent sign above the service window, which identifies the business/organization by name. The sign shall measure a minimum of 3 feet long by 10 inches high.
- All booths shall be equipped with fire extinguishers.
- Use of sound systems, glass bottles and loud generators are strictly prohibited.

Menu:

All beverages are sold by MWR. The types of foods are limited to avoid duplication, first come first serve. The menu items identified on this application must be adhered to with no additions or deletions after the application deadline.

Menus and prices must be displayed on front of booth. Prices are to include all taxes and credit card fees.

Sales:

Provide to the MWR Food Coordinator a copy of daily cash reconciliations of the concession at the end of each day.

Waste Removal/Garbage Pick Up:

Disposal of grease upon Air Show property is strictly prohibited. You are responsible for disposing your grease. Grease disposal is located at the MWR Compound at the Southeast Aircraft Cover. The NASP Staff/Volunteers will pick up garbage throughout the weekend. All cardboard boxes need to be taken to the recycle trailers located on the east and west side of the airfield next to dumpsters.

Water and Ice:

A shared outside water faucet is available. Vendors must provide their own Health Department approved food service hose and/or containers to carry water. Ice is available to purchase from the MWR Compound. We except cash only, no running tabs. Ice will be located at the MWR Compound at the Southeast Aircraft Cover.

Parking:

No Parking Vehicles behind or near your booth during hours of operation, you will be required to park in designated vendor parking areas. A site map will be sent to you prior to the Air Show

Employees:

Shall be solely responsible for the conduct of its employees, personnel, and agents in connection with their performance. Must submit a security form (5512) for each person working your booth(s). Deadline for the forms are Oct 4, 2019.

Closing Procedures:

- Saturday, November 9 starting at 3:30pm you may start breaking down your booths.
- You may walk your items to your car if you are on a time constraint.
- ABSOLUTELY NO vehicles allowed in food vendor area until MWR Food Coordinator notifies you that it is clear of all Air Show pedestrians.
- You will need to check out with the MWR Food Coordinator before leaving. No Trailers are allowed to leave the Air Show Site on Saturday until MWR Food Coordinator says it is clear of all Air Show pedestrians.

Any questions should be directed to Lisa Beeksman, at 850-607-5021 cell, or naspensacolaairshow@gmail.com.

The MWR Food Concession Committee reserves the right to be selective to assure quality and diversity. For the success of this community event, we reserve the right to refuse and/or discharge a vendor from participating in NAS Pensacola Air Show upon the vendor's non-compliance with these guidelines.

I release NAS Pensacola, Department of the Navy, and the United States Government, from any and all liability for any loss, theft, or damage of property that may occur while displaying their product/property at the 2019 NAS Pensacola Air Show.

I hereby agree to abide by all terms, rules and regulations stated on this application form.

Signature: _____ **Date** _____

Print Name: _____

Office Use ONLY

Cash Received: Check Number: Credit Card:

Approved by _____ Date _____

Business Name: _____

Number of Booths: _____

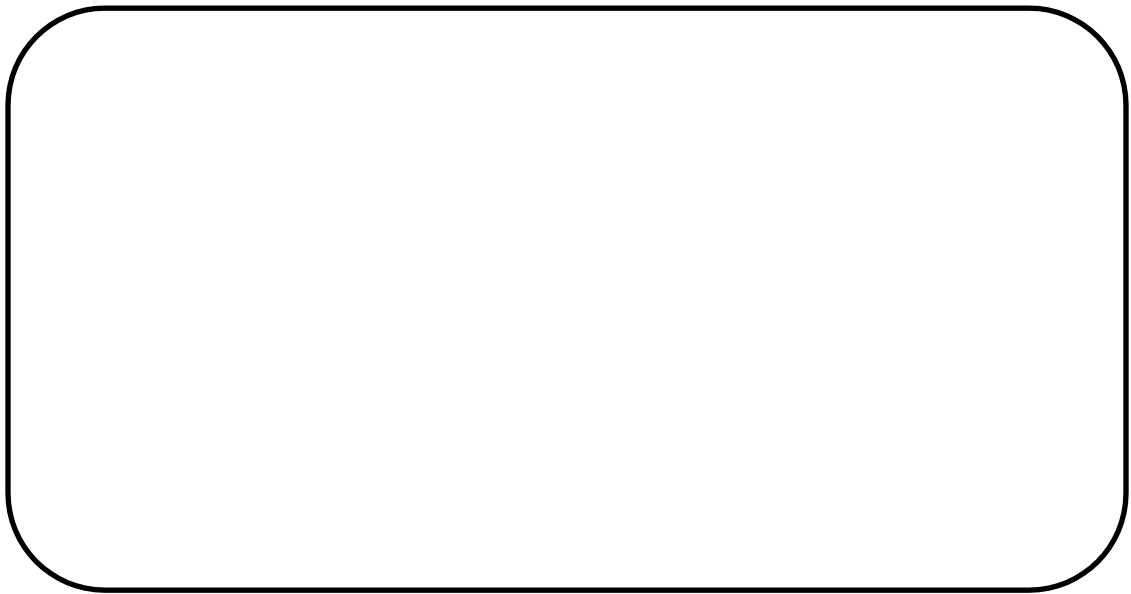


Draw the following in the trailer picture below:

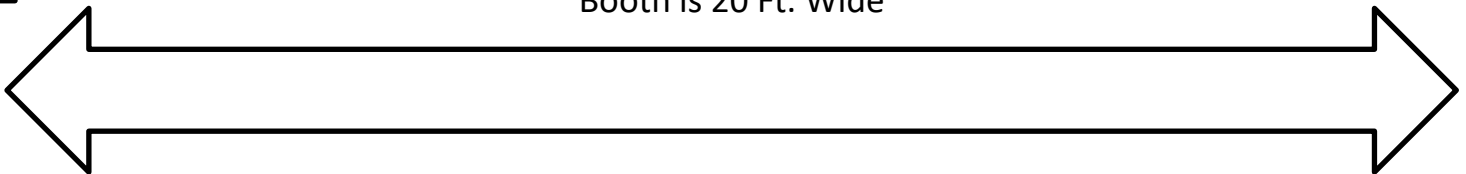
- Location of Serving Window(s)
- Location of Hitch
- Exact Dimensions of trailer, including hitch to bumper and all Open Serving Windows.

_____ X _____

Booth is 20Ft. Deep



Booth is 20 Ft. Wide



APPLICATION FOR TEMPORARY FOOD EVENTS

Please download the application for Temporary Food Establishment Form DD2970 at the following:

<http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2970.pdf> and submit it back to Lisa Beeksman at naspensacolaairshow@gmail.com or by fax to 850-452-6204

SECURITY FORM FOR ALL EMPLOYEES/WORKERS

Please see attached 5512 Security Form and submit it back to Lisa Beeksman at naspensacolaairshow@gmail.com or by fax to 850-452-6204

STOP! BEFORE YOU SEND

Did you remember to:

- Read the application package carefully
- Complete the application form in its entirety
- Include a product listing with prices
- Include photos of your tent/trailer if requesting to use your own equipment
- Copy of Insurance Certificate
- Include a Temporary Food Establishment Form (DD2970 form)
- Include a Security Form for all workers (5512 form) 5512 form deadline Oct 4, 2019