



# Food Vendor Booth Application

## November 5 & 6, 2021

Application Deadline: October 1, 2021 or until filled

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

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Each booth space is 20-ft. by 20-ft. (Space will only be provided. No equipment, power or water supplied by MWR)**

**Fee:** \$2,500 for single 20-ft. by 20-ft. space OR 30% of sales, whichever is greater \$ \_\_\_\_\_

**Fee:** \$2,000 for each additional 20-ft. by 20-ft. space (max of 3 booths) OR 30% of sales, whichever is greater \$ \_\_\_\_\_

**Fee:** \$1,500 for single 10-ft. by 10-ft. space (selling one item only) OR 30% of sales, whichever is greater \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

**List equipment you will be using (Charcoal is prohibited):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(No additional equipment may be added once submitted)**

Return this form in its entirety, your food menu, Certificate of Insurance, photos of your booth set-up and signed Rules and Regulations to:

*MWR Food Concessionaire  
Attn: Lisa Beeksma  
450 Radford Boulevard, Bldg. 4143  
Pensacola, Florida 32508*

Vendor will be contacted by phone for payment

**OR**

Payment can be made by check. Make check payable to:  
*MWR Fund – NAS Pensacola Air Show*

***NO REFUNDS!***

# NAS Pensacola Blue Angels Homecoming Air Show

## Food Vendor Rules and Regulations

**Hours of Operation for Food Vendors: (hours are subject to change) Vendors MUST remain open!**

**Friday, November 5, 2021** 8:00AM-3:30PM (gates open at 8:00AM; Air Show starts at 9:30AM)

**Saturday, November 6, 2021** 8:00AM-3:30PM (gates open at 8:00AM; Air Show starts at 9:30AM)

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 7:30AM. **Please Note:** Trailer vendors will be contacted with an assigned time to drop off your trailer on Thursday morning, November 4, 2021.

### 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, November 5, 2021.**

### 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 20-ft. by 20-ft footprint.
- Vendors with trailers are required to submit the **Trailer Booth Layout Form** and pictures of the 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 should measure, at a minimum, 3-ft. 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 and are 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:**

Vendor will 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. Vendor is responsible for disposing of 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:**

Parking vehicles behind or near your booth during hours of operation is **STRICTLY PROHIBITED**. Vendor will be required to park in designated vendor parking areas. A site map will be sent to vendor prior to the Air Show.

**Employees:**

Vendors 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 October 4, 2021.

**Closing Procedures:**

- Saturday, November 6 starting at 3:30PM vendors may start breaking down booths.
- Vendor may walk items to vehicles if on a time constraint.
- **ABSOLUTELY NO VEHICLES** are allowed in food vendor area until MWR Food Coordinator notifies that it is clear of all Air Show pedestrians.
- Vendor 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 Beeksma, at 850-607-5021, 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: \_\_\_\_\_

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**Office Use ONLY**

Check Number:

Credit Card:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

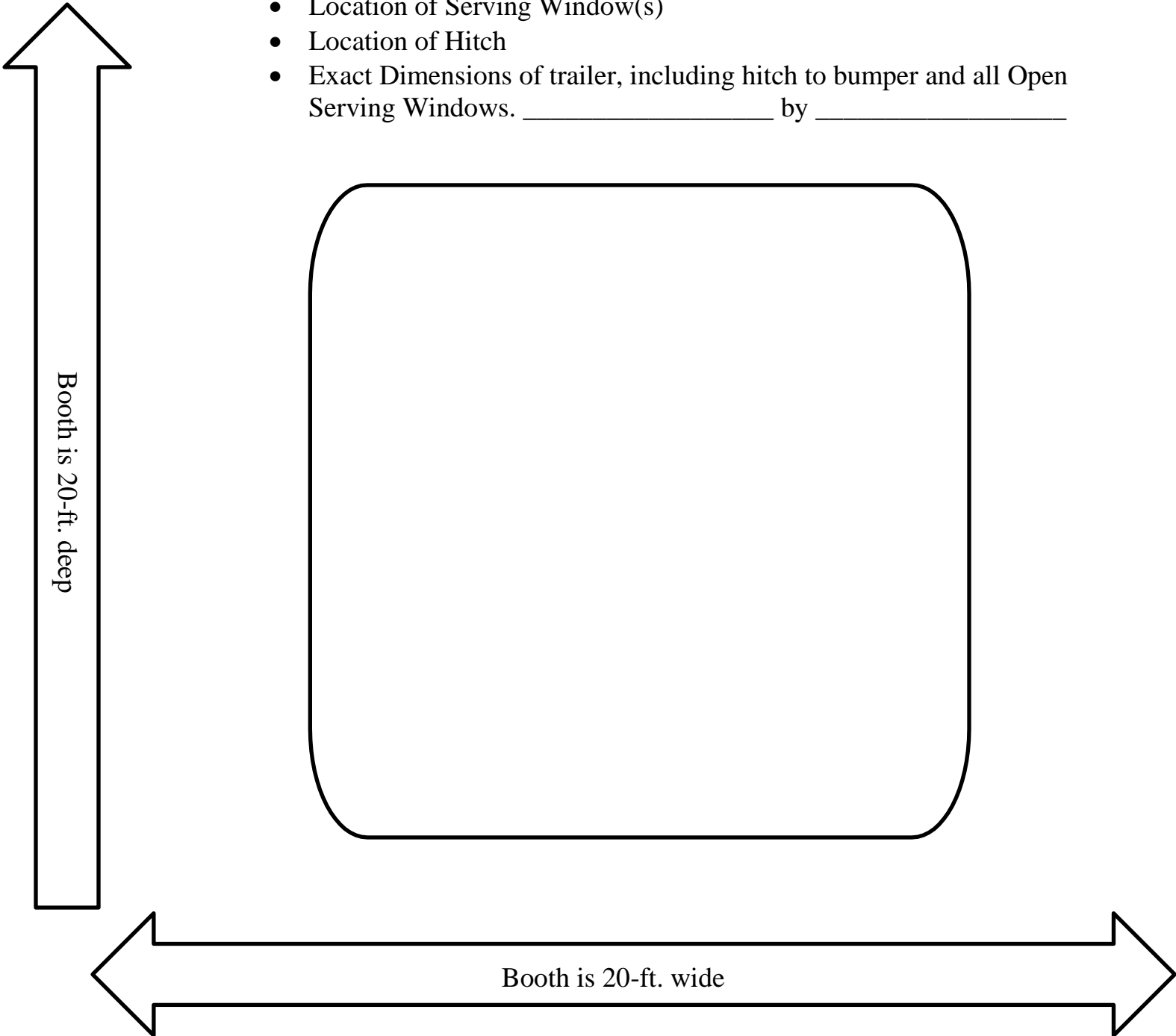
# Booth Space Layout

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

**# 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. \_\_\_\_\_ by \_\_\_\_\_



# Food Vendor Menu

Must be submitted with application

Menu Item	Price (must include tax and credit card fees)	Serving Size

## **APPLICATION FOR TEMPORARY FOOD EVENTS**

Please download the application for **Temporary Food Establishment Form DD2970** online at

<http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2970.pdf>

and submit form to:

Lisa Beeksma

E-mail: [naspensacolaairshow@gmail.com](mailto:naspensacolaairshow@gmail.com)

Fax: 850-452-6204

## **SECNAV 5512 SECURITYBACKGROUND CHECK FORM FOR ALL EMPLOYEES**

Please fill out attached **SECNAV 5512 Security Background Check Form** and submit form to:

Lisa Beeksma

E-mail: [naspensacolaairshow@gmail.com](mailto:naspensacolaairshow@gmail.com)

Fax: 850-452-6204



## **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?**
- Provide a copy of Certificate of Insurance?**
- Complete Temporary Food Establishment Form (DD2970 Form)?**
- Complete the SECNAV 5512 Security Background Check Form for all employees?**