

Dear Prospective Food Vendor:

MusicFest 2023 will be here before you know it and we want you to help make it a fantastic weekend. This is our 35<sup>th</sup> anniversary and we are planning a great event as MusicFest makes its way BACK TO THE STREETS for 2023! The dates are Friday and Saturday Oct 6-7, with set-up on Thursday, Oct 5th after 5pm. **PLEASE DO NOT CALL ME ABOUT COMPLIANCE QUESTIONS. I DO NOT HAVE ANSWERS. CONTACT THE HEALTH OR FIRE DEPT.** Specific arrival times will be given to you closer to event time. The festival begins on Friday afternoon at 5pm on Oct 6. (Gates open at 4pm) You will be able to serve as soon as you are ready. You do not have to wait until 5pm. You will receive 2 gate admission ticket wristbands per paid vendor fee, per night. If you have more employees than that, they will need to be in the gates before 4pm on Friday and before 3pm on Saturday, or you will need to purchase additional tickets for them. We will have specific parking areas for your trucks/stock trailers OUTSIDE the festival. Spots will be first come, first serve and space is limited. You will likely NOT be able to have your trailer/truck inside the festival area. We expect 5k-8k people each night. All of this is weather permitting as you know but we are a rain or shine event. No refunds will be given for any reason. **After being accepted by the committee, your spot is not guaranteed until you have paid your fee and have sent in proof of all inspections INCLUDING THE EL DORADO FIRE DEPARTMENT.**

Enclosed is the OFFICIAL FOOD VENDOR RULES AND REGULATIONS along with the new specifications for the El Dorado Food Truck Ordinance. To be considered for this year's festival, please complete the enclosed information sheet and return to me asap with all inspection proofs and fees sent by SEPT 22<sup>nd</sup>. All food choices are subject to the Food Committee approval. We prefer all vendors to sell different items for more variety and more sales for you. This is not a guarantee like other festivals you participate in, some items will be duplicated. So it is important that you list your top 3 so that we try not to duplicate your primary items. Please include a full menu as well. There will be a flat rate of **\$500.00** per vendor and all vendors may sell sodas and water. Upon approval you will be contacted via email. We are allowing you to put **\$300 down** to secure your spot, and the other **\$200 to be paid upon arrival by CASH ONLY**. We are looking forward to seeing you at MusicFest 2023.

If you have any questions, you can call Holly McDonald at 870-315-5139, or email at [assistant@mainstreeteldorado.org](mailto:assistant@mainstreeteldorado.org). **Email is preferable.**

Mail application and fee to: Checks payable to MusicFest:  
Holly McDonald, 101 W Main, Suite 410, El Dorado, AR 71730  
2023 MusicFest Food Chairman



## MusicFest 2023 - Food Truck Information

MusicFest El Dorado strives to maintain a balance and diversity in food truck quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful, and fun festival. Regulations will be enforced.

Invitations are extended to food trucks who submit the following before the application can be approved.

- Fully executed applications with payments and required enclosures by deadlines
- Detailed menu of items to be sold identifying offerings and projected pricing for these offerings.
- Photographs of the food truck set-up and items to be sold.
- It is the sole responsibility of each concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation.
- Food Vendors will indemnify and hold MusicFest, Main Street El Dorado, City of El Dorado, Union County, event sponsors, volunteers, personnel, employees, contracted labor and other vendors, harmless from all costs, losses, damages, or expenses including expense of litigation, and attorneys' fees resulting from loss, injury, or damage real or asserted, to any person or property arising out of any act or omission of vendor or his employees or other representatives.
- Security will be provided during festival hours.

### Application Process:

- The registration form must be signed & returned before you will be considered
- If you are not accepted for the festival, your payment will be returned to you
- MusicFest is subject to various weather conditions and state and federal safety and health regulations. There will be no refunds for weather conditions or failure to comply with state/local regulations and/or failed inspections.
- You must set-up an appointment for your local inspections ON YOUR OWN, BEFORE SEPT 25!!
- Proof of passed inspections and insurance must be sent to Holly on or before Sept 25! ZERO EXCPTIONS
- We welcome inquiries via email at [assistant@mainstreeteldorado.org](mailto:assistant@mainstreeteldorado.org)- Holly

**Set up time:** Thursday, October 5, from 5pm-8pm You will be given a specific show-up time closer to the event.

- Security will be provided 24/7.
- Park parallel to the curb, not angled parking. We must have the area open for first responders in case of an emergency.

**Event Dates:** Friday, October 6, 4pm-midnight / Saturday, October 7, 8am-midnight

**Location:** Downtown El Dorado, Arkansas in Union Square

April 25, 2023

## ON EVENT DAYS:

- **MusicFest will be the sole provider and selling slabs of ribs at the event. We ask that no other vendors sell ribs.**
- Absolutely ZERO stock trailers will be allowed inside the festival area after you load in. Park outside of the festival area.
- Vendor space measurements should include tongue to end.
- Food/Concessionaires are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth.
- 110 electricity available. We discourage generators but if one is used, it must be **QUIET and not emit gas fumes**. Generator specs: maximum of 50 decibel level, 20-25amps, 120volts. Locate your covered generator behind your truck, not beside it. **If it is not quiet, we will have to ask you to turn it off.**
- Water is available but you must have a hose long enough to reach, up to 100ft , and provide splitter.
- We will not provide change for you.
- You are required to stay until the festival ends.
- Your place should be left as clean as you found it when you set up.
- This is a rain or shine event. There will be no refunds.
- We ask that all vendors sell different items for more variety and more sales for you. This is not a guarantee and it is possible some food items may be duplicated, although we have made every effort to invite food trucks that have a variety of foods.
- Vendor/exhibitor/food truck parking is provided in designated areas.  
With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site.

**On January 24, 2022 the El Dorado City Council passed Ordinance 1882 regulating operations for Mobile Food Vendors within the city limits. This is a summary of the Ordinance and does not include all requirements. Mobile Food Truck operators shall obtain the following prior to conducting business in the City of El Dorado.**

- \*Valid city business license
- \*Current health inspection
- \*Valid driver's license
- \*Proof of vehicle registration
- \*Proof of current insurance
- \*Proof of a tax identification number
- \*Current fire inspection- from El Dorado Fire Department
- \*Current code enforcement inspection- City of El Dorado Public Works

Cooking equipment that produces grease-laden vapors shall be protected with a kitchen exhaust hood and protected by automatic fire extinguishing systems. Requires a current annual inspection tag.

Portable fire extinguishers:

- (1) Small ABC extinguisher with current certified inspection tag.
- (1) K type extinguisher with a certified inspection tag (grease-laden only).

Gas cooking appliances shall be secured in place and connected to fuel-supply piping in accordance with the manufacturer's installation instructions. Movement of appliances shall be limited by restraining devices installed in accordance with the connector and appliance manufacturers' instructions.

Where LP-gas systems provide fuel for cooking appliances, such systems shall have a maximum aggregate capacity of LP-gas containers transported on the vehicle not exceed 200 pounds (91 kg) propane capacity. LP-gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement. LP-gas containers not attached to a vehicle must be secured in manner that prevents movement while attached to the gas systems.

For any code or inspection specific questions please call:

Fire Code Inspection 870-881-4855  
Plumbing and Electrical Inspection 870-863-4244  
Health Department/Food Inspection 870-310-0742

Standard food space rental is a flat fee of \$500.00 for commercial vendors (12x20).

If you are selected to be a vendor for MusicFest, you will be notified via email.

We will be selecting on a first come first serve basis and by menu this year.

Please reply asap if you plan on attending.

Down payment will be expected within 5 days of your acceptance email being sent.

**NO CHECKS WILL BE ACCEPTED FOR PAYMENT AFTER SEPT 22, cash only.**

Your space should be left as clean as when you set up.

Electricity and water will be provided if you have requested it.

1. This will be a strictly cash only festival (you can accept credit cards at your booth if you choose), this should make it easier for all concerned. The festival will not provide change for you. Please bring enough to last all weekend. ATMs will be on site for customers.
2. All vendors may sell soft drinks of all type
3. MUSICFEST 2023 will issue each paid vendor 2 event tickets for Friday and 2 event tickets for Saturday to get in the gate.
4. Please send proof of insurance coverage when you send in your fee by Sept. 8. Please name Main Street El Dorado as additional insured! The vending spots are approximately 12X20. If you need additional space please address in the special considerations section of the application
5. MusicFest is a rain or shine event. There will be NO REFUNDS. However, remember that your spot is not fully reserved until you are paid in full, and your inspections have been passed.
6. We are hoping to be able to sell you bags of ice just as we have in the past. Price will depend on the size of bags. I will let you know closer to time about that.
7. You must stay until the festival is over on Saturday, Oct 7. Please make sure you have plenty of food and change.

**Dates to remember:**

**\*Applications must be received by Sept 8, 2023**

**\*Fees must be paid within 5 days of approval email being sent to you**

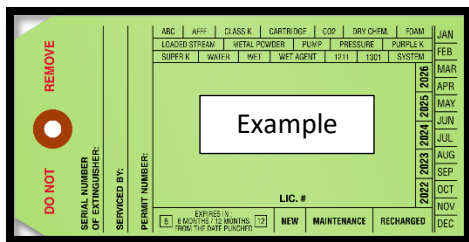
**\*No checks accepted after Sept 22nd.**

**\*Proof of all inspections and insurance due by Sept 25th.**

# Mobile Food Vendor Code Requirements

**Note: Partial list only. See 2021 Ark Fire Code Section 319 for a complete list of requirements and 2022 Local Ordinance No. 1892**

- Mobile Food Trucks are required to have an Exhaust Hood with a [Fire Suppression System](#) if equipped with appliances that produce smoke or grease-laden vapors.
- Cooking appliances must be secured and rated for commercial operations. Appliances intended for outside use application shall not be used inside food truck.
- Fire Extinguishers and Suppression Systems must have a current inspection tag by a licensed fire protection inspector. These are valid for 1 year.



- Fire Extinguisher requirements:



**ABC Fire Extinguisher – Minimum Size 5 lb. (ALL)**

ABC rating is suitable for use with fires involving ordinary combustibles, flammable liquids and energized electrical equipment. Must have a current certification inspection tag by a licensed inspection company.



**Class K Fire Extinguisher – Size 6 Litter (Required based on cooking operations)**

Extinguishers with a K rating are designed to extinguish fires involving vegetable oils, animal oils, or fats utilized in commercial cooking appliances. Must have a current certification inspection tag by a licensed inspection company.

- Propane Cylinders must be secured and in spec with DOT requirements.
- Bulk cooking oil must be stored in proper containers and not exceed 120 gallons.
- Hood systems shall be clean and inspected per code.

List of licensed fire protection service providers can be found online at the Arkansas Fire Protection Licensing Board website: [www.arfireprotection.org/licensing](http://www.arfireprotection.org/licensing)



If you have any questions please call the El Dorado Fire Department at 870-881-4855



## Arkansas Department of Health

### APPLICATION TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

A temporary retail food permit is valid up to 14 days in conjunction with a single event. Applications not submitted at least three (3) business days before the event may not allow sufficient time to review.

**Permit will be sent to the email address provided.**

TYPE or PRINT IN INK. Enter N/A where information does not apply. Leave NO BLANK SPACES.

FOOD ESTABLISHMENT INFORMATION		EVENT INFORMATION	
Business Name:		Event Name:	
Mailing Address:		Event Address:	
City/State/Zip:		Event City/State/Zip:	
Owner Name:		Event Organizers Name:	
Phone:		Phone:	
Email:		Email:	
Type of Organization:     For Profit    ___ Non-Profit		Anticipated Attendance:	
		Dates of Event:	TO
TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS			
Water Source:		Liquid Waste-	
Gallons of Water Available:		Method of Disposal:	
Method of providing hot water:		Frequency of Disposal:	
<b>Warewashing (check all that apply)</b>  Three-basins of sufficient capacity to submerge largest utensil  Chlorine or other approved sanitizer provided		<b>Handwashing Facility Type (select one)</b>  Gravity-fed water with a spigot/bucket Self-contained portable sink Plumbed with hot and cold water under pressure	
<b>Thermometers</b>  Probe thermometer available to check food cooking, cooling and holding temperatures		<b>Handwashing Facility Supplies (check all that apply)</b>  Soap and single-use paper towels provided  Waste recepticle provided  Handwashing signage provided	

A temporary food establishment permit will not be valid unless this application meets all applicable requirements found in the Rules Pertaining to Retail Food Establishments as summarized in the Temporary Food Guidelines and the regulatory authority has approved the application. Non-compliance may result in the closure of the temporary food establishment.

**Permit Fee: \$5.00 per day (Non-Profit Organizations are exempt from payment of the fee, but must submit to inspection.)**

**Applicant Signature:** \_\_\_\_\_

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

Arkansas Department of Health  
APPLICATION TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

**A document describing the methods used to prevent the entry of pests into the establishment and a menu of all available foods intended to be served from this facility must be provided with this application.**

Sketch below the general layout of the Temporary Food Establishment indicating the location of the following:

1. Location of cooking and holding equipment
2. Locations of handwashing and utensil washing stations
3. Location of trash disposal containers.
4. Location of work tables, food and single-service storage.





Mail To - Attn: Holly McDonald \* 101 W Main, Suite 410 \* El Dorado, AR 71730

## 2023 FOOD VENDOR APPLICATION

Name or Organization/Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email address \_\_\_\_\_

Telephone \_\_\_\_\_

Contact Name \_\_\_\_\_

Electrical (Amps/Watts) \_\_\_\_\_

Feet of Trailer (tongue to end) \_\_\_\_\_

If I am a customer being served at your window, what side is the trailer tongue on?

\_\_\_\_\_

Any Special considerations \_\_\_\_\_

Primary Food intended to sell at festival

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please submit entire menu you plan to offer. We will only allow limited similar items. By signing below you also agree that you have read and understand the Food Truck Ordinance and will comply and have the necessary equipment to run your business safely. You also agree that you understand there will be NO REFUNDS for any reason.

Signature \_\_\_\_\_ Date \_\_\_\_\_