



## FOOD CONCESSIONS APPLICATION

MOXEE HOP FESTIVAL 2025 – This year's theme is "MOXEE MAGIC!"

THURSDAY, FRIDAY AND SATURDAY AUGUST 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>

Event Location: Moxee City Park 309 South Rivard Road \* Moxee, WA 98936

The East Valley Community Enhancement Association (EVCEA) is accepting applications for **Food Concessions** for Moxee Hop Festival. The event will be held at Moxee City Park off Rivard Rd. and Hwy. 24. The annual event draws 7,000 to 10,000+ attendees each year.

**Please read the enclosed information carefully. Fill out the application completely and return it along with your deposit or full registration fee and Certificate of Liability Insurance listing EVCEA/Moxee Hop Festival and the City of Moxee as "Additional Insured" to the Food Vendor Chair as quickly as possible, no later than Friday, July 18<sup>th</sup>, 2025.**

- **Please mail application to: 2802 Beaudry Rd. Space #60A \* Yakima, WA 98901**
- **MAKE CHECK OUT TO:** EVCEA
- For more information: Please contact Jennifer Rupert, 509-594-7446 or [ja.sande@hotmail.com](mailto:ja.sande@hotmail.com)

### 2025 MOXEE HOP FESTIVAL PARK HOURS:

**Your booth MUST be open on Thursday, the first day of the festival.**

- Thursday, August 7th: 5 p.m. to 10 p.m
- Friday, August 8th: 4 p.m. to Midnight
- Saturday, August 9th: \*7 a.m. to Midnight \**You do not have to be open at 7, there will be a pancake breakfast and fun run early Saturday morning. Parade begins at 10am. (BEER GARDEN OPEN 4PM TO MIDNIGHT)*

\*Moxee City Park is completely fenced in for safety of our attendees and vendors, so entering and exiting the park grounds for load in and load out will only be available in designated areas. During festival hours, **NO MOVING VEHICLES** will be allowed on the grounds and if you need to bring in or load out items you will need to walk them in and out.

**THE ONLY TIME MOVING VEHICLES WILL BE ALLOWED IN THE PARK, AFTER INITIAL SET UP ON THURSDAY, ARE LISTED AS FOLLOWS:**

- Thursday, August 7th: **BEFORE 2:00pm** = (this is initial set up day)
- Thursday, August 7th: (**After midnight** this will actually be Friday morning) until Friday, August 8<sup>th</sup> at 2:30pm
- Friday night August 8th: (**This will be actually Sat. morning**) August 9<sup>th</sup> from 1:30am until 10:00am
- Saturday night August 9th: (**This will actually be Sun. morning**) August 10<sup>th</sup> 1:30am through Sunday at NOON

### IMPORTANT RULES AND GUIDELINES FOR FOOD VENDORS:

- Booths must be fully set-up no later than 2:00 p.m. on Thursday, August 7th (the beer garden will open at 5:00 p.m.) and all moving vehicles must be out of the park by 2:30 p.m. Vendors may start selling as soon as they are ready. **Absolutely NO moving vehicles, (only emergency vehicles), will be allowed in the park during open hours, in accordance with the Moxee Law Enforcement and City of Moxee.** You may close your booth at any time *if you absolutely need to. In case of an emergency please contact any of the emergency or police personnel, Chief Jeff Burkett with Moxee Police Department or on-site EVCEA/Moxee Hop Festival team members. There are no exceptions to this rule!*
- **NOTE:** "Kids Games" close at dark; there is very limited lighting in this area.
- Limited space is available so new vendors will be selected on a first come basis as well as products to be sold. **Once your application is selected, vendors will be allowed to serve only the approved items sent in with your application.** EVCEA reserves the right to accept or reject any applicant and/or their choice of listed items.

- All permanent booths, trailers, etc., must meet State Electrical Code requirements, and must have been inspected and display a current seal from the Department of Labor and Industries.
- All vendors are **required** to have their Certificate of Liability Insurance, copies of these documents must be included with your application. The City of Moxee and the EVCEA must be listed as “additional insured”. **Vendors will not be allowed in the park** if we have not received these documents.
- Vendors are expected to comply with all applicable rules regarding the collection and payment of Washington State sales tax and any local taxes or fees.
- Please contact our **Food Vendor Chair** with any additional questions you have, prior to the event.
- For your convenience, bags of ice will be available in the park for purchase all 3 days.
- **All food concessions must comply with the requirements of the Yakima Public Health Department. EVERYONE** handling other than prepackaged foods must obtain a “Temporary Food Permit”. You may download the application on-line at yakimapublichealth.com or **contact the Yakima Health District** at 509-575-4040. Applications must be returned to the Health Department with the fee at least 2 weeks prior to the event. The permit must be displayed at the festival. Please be sure to follow the approved hand washing facility rules and regulations. Failure to comply with Health District rules may result in immediate closure.
- **Every** booth handling *other than prepackaged foods* must have someone working at all times that has a current **“Food Handler’s Card”**, and must post a copy in your booth. Prepackaged foods are foods that are kept on store shelves at room temperature.
- Restaurants must have a catering permit or endorsement; it must be posted.
- All vendors are expected to provide your on-site menu, with planned prices. **No water may be sold at the festival for less than \$2, to be fair to all vendors.**
- After careful consideration the Hop Festival Site Plan Manager will assign each vendor a space/location. One space is 10 x 20 ft, if you need additional space please request immediately.

To apply, fill out the application form completely and return it with your deposit or full registration fee, 2 copies of your Certificate of Liability Insurance with the City of Moxee and EVCEA listed as “Additional Insured” and a complete menu of items to sell by Friday, July 18th, 2025

*No percentage of sales will be taken.*

#### **HOW TO RESERVE YOUR SPACE:**

**NON-REFUNDABLE \$100 DEPOSIT MUST BE SUBMITTED TO RESERVE SPACE OR YOU CAN PAY IN FULL**

Full Registration fee \$300.00 (Unless told otherwise - some spaces vary in price)

Late Registration fee \$325.00 after Friday, July 19<sup>th</sup>, 2025

FOOD BOOTHS WILL BE SUPPLIED WITH **\*15 AMPS MAX. OF POWER ONLY\*** PLEASE PLAN TO BRING A GENERATOR FOR ADDITIONAL POWER, IF NEEDED. We simply won’t have enough power at the festival if we don’t know in advance.

**YOU WILL BE RESPONSIBLE FOR SECURING YOUR OWN LIABILITY INSURANCE FOR FOOD CONCESSION VENDORS. This is the additional insurance that will need the CITY OF MOXEE AND EVCEA both listed as additional insureds.**

**FULL BOOTH PAYMENT MUST BE PAID BEFORE HAND OR ON-SITE UPON CHECK IN**

**Beer Garden Fence Spaces MUST BE OPEN ALL 3 DAYS (no exceptions)**

*If for some reason you are not accepted at the Moxee Hop Festival, fees will be refunded.*

1. **Who Do You Make Your Check Payable To?** EVCEA  
**\*Please do not mail cash with your payment. Please pay via check or money order to EVCEA**
2. **Where Do You Send Your Application To?** 2802 Beaudry Rd. Space #60A \* Yakima, WA 98901
3. **Who Do I Contact If I Need Help?**
  - a. Jennifer Rupert / Food Vendor Chair. 1-509-594-7446. Email: [ja.sande@hotmail.com](mailto:ja.sande@hotmail.com)
4. **Address To List on Event Insurance:** Moxee City Park \* 309 South Rivard Road \* Moxee, WA 98936

**Please return completed registration form with payment to \*(Note: Food Vendor)\*:**

**Make Checks Payable to:** EVCEA

**\*Please do not mail cash with your payment. Please pay via check or money order to EVCEA**

**Mail Your Application To:** 2802 Beaudry Rd. Space #60A \* Yakima, WA 98901

Please fill out attached On-Site Food Vendor Menu Form

**Questions?** Contact Jennifer Rupert at 509-594-7446, or email [ja.sande@hotmail.com](mailto:ja.sande@hotmail.com)

## **MOXEE HOP FESTIVAL 2025 FOOD CONCESSIONS APPLICATION**

\_\_\_\_\_ Yes, I/We will be participating in the 2025 Moxee Hop Festival, August 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>. **I/We have included a copy of your planned menu items, prices, permits and Certificate of Liability Insurance listing City of Moxee and EVCEA as "Additional Insured"**. All items need to be approved by EVCEA.

Check Your Booth Type: \_\_\_\_\_ Trailer Booth: \_\_\_\_\_ Pop-Up or Tent Booth \_\_\_\_\_ Size (Square/Oblong?)

**Water and electricity will be available (ONLY 15 AMPS MAX provided).** Any additional power must be supplied by the vendor. If you bring extra coolers, appliances, or other electrical equipment beyond what was originally planned, you may be required to pay for additional power. Please note that extra power is **not guaranteed** if additional items are brought without prior notice.

**Do you need electricity:** \_\_\_\_\_ Yes \_\_\_\_\_ No (**Be very specific on what you need as this determines your location**)

Electrical requirements: \_\_\_\_\_ Amps (**ONLY 15 amps maximum provided, if needed**)

Are you planning to bring a generator? \_\_\_\_\_ Yes, \_\_\_\_\_ No

Electrical cords are not provided, be sure that your extension/power cords are in good condition and are LONG enough to reach the limited power supply provided.

You must provide your own tables, awnings, chairs, night lighting, and change. **I/We HAVE READ AND AGREE TO ALL THE REQUIREMENTS LISTED IN THIS CONTRACT.** In consideration of the acceptance of this application, applicant agrees to save and hold harmless the East Valley Community Enhancement Association (EVCEA) and the City of Moxee from any loss or damage to persons or property caused by operation of applicant's unit with Moxee Hop Festival activities, and further agrees to defend said association from any claims for such damages.

**Name of Business/Organization:** \_\_\_\_\_

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

**Best Phone Number:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

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

\_\_\_\_\_ \$300.00 Registration Fee \_\_\_\_\_ Additional Space Fee \_\_\_\_\_ \$325.00 Late Registration Fee

\_\_\_\_\_ **\$100 NON-REFUNDABLE DEPOSIT TO RESERVE SPACE**

Return application with appropriate fee, your full on-site menu list, and copy of liability insurance. **FULL BOOTH PAYMENT MUST BE PAID BEFORE OR ON-SITE, UPON CHECK IN.** ***Fees will be refunded if application is not accepted.***

