

2024 ROBIN HOOD FESTIVAL FOOD VENDOR INFORMATION

Thank you for your interest in the 2024 Sherwood Robin Hood Festival on Friday and Saturday, July 19-20, 2024. We had a wonderfully successful Festival in 2023, and look forward to your participation this year! The Robin Hood Festival is put on by an all-volunteer community group dedicated to creating a fun event for the citizens of Sherwood and the surrounding area. Please look for updates posted on our website at www.RobinHoodFestival.org.

For many Festival attendees, having a good lunch and/or dinner is a big part of the Festival experience; having a great Food Court has been a hallmark of the Robin Hood Festival. To the credit of the food vendors, the service, prices and quality have kept the Festival folks coming back for more! Because you are a food vendor, your booth/kitchen is located in the parking lot behind the US Bank in Old Town Sherwood - there is access to water and power and plenty of room for your customers. A large number of vendors apply for a limited amount of spaces available, so apply early and note the selection and jury process explained below. You must stay open until at least 8 PM Friday and Saturday nights, and we prefer that you stay open until 10pm each night to provide food for nighttime Festival attendees.

- Our Food Vendor fee structure is the same as it was last year. The fee for a basic single space (11' wide x 15' deep) is \$275 (\$175 for non-profits). The fee for additional booth width is \$20 per foot (\$10 for non-profits.) All trailers need to be measured from the tongue tip to back of trailer with doors (or awnings) open to determine space needed. There is a Food Vendor clean up deposit of \$50 which will be refunded providing the vendor's space is left clean.
- Please read the **Vendor Covenants** for 2024 – some of these have changed this year. They will be enforced and may impact future acceptance to the Festival.
- The **Robin Hood Festival Food Vendor Application** is available on our website RobinHoodFestival.org/vendors. You may sign and submit this application electronically; or you may print the form, sign it in ink, and mail it to us. In either case we will need a check for payment. Checks will be deposited only after the jury process is completed and applications are approved.
- We will also need the following documents – the last four may be sent after your application is approved. We prefer that these documents be emailed rather than sent through the post office, if possible, to reduce paper use. Email: RobinHoodVendors@gmail.com.
 - Full Menu w/prices
 - Dimensions and picture of booth
 - Non-Profits: Copy of your 501(C)(3) and/or 501(C)(4) certificates.
 - Copy of application for a Washington County Environmental Health temporary restaurant license.
 - Copy of Food Handler's Permit
 - Certificate of Insurance. See **Vendor Covenants** for insurance requirements.
- Food Vendor selection will be based on: Past participation and good standing; variety of menu choices; decision of Vendor Committee via a jury process.
- Final jury of Food Vendors will be done at the first part of June. More may be admitted after this date on a space available basis, so please contact us if applying late. We anticipate a very large crowd, and having a sufficient number and variety of food vendors is essential.

Inspectors from the Washington County Public Health Division will inspect each food booth during vendor setup on Friday, and will be present during the Festival. Fire marshals may also be on site to check for compliance with fire code.

Booth Décor Contest: We have held this fun contest for several years, and it will take place again this year! The SRHFA encourages vendors to decorate their booth and dress in Robin Hood era garb. Having fun with the medieval theme will attract even more attendees to your booth. This year the vendor winning the Booth Décor Contest will receive a fifty-dollar (\$50.00) refund by mail. Judging will be done on Saturday and announced on Festival stages that afternoon.

If you have questions, please send an email to: RobinHoodVendors@gmail.com.

Hip, hip, huzzah! We are looking forward to having you join us this year!

Sincerely,

Vendor Committee, Sherwood Robin Hood Festival Association

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