

# Missoula Downtown Association 2024 Events Vendor Application



Each year, the Missoula Downtown Association (MDA) hosts public events that aim to bring our vibrant community together in the heart of Downtown Missoula. Please fill out your vending information and select the events you are interested in. Vendors will be chosen by each events' committees based upon this application. Please note that submission of an application DOES NOT guarantee inclusion in the events. Vendors will be chosen based upon numerous factors including but not limited to: power consumption, size of vending operation, type of food, performance at previous events, MDA membership status, etc. Be aware that the use of sustainable serving materials is mandatory for all food vendors at MDA events.

## Vendor Information

Food Vendor: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Additional Contact: \_\_\_\_\_

Operation type:  Food Truck  Trailer  Table/Tent

Vending Operation Dimensions: \_\_\_\_\_

Description of Food: \_\_\_\_\_

Electricity Request:  220v [amps needed \_\_\_\_\_]  110v  No power needed

Beyond your electricity request above, what different power sources are you able to operate with?  110v plug  Generator  Propane  None

Additional Info: \_\_\_\_\_

**DEADLINE: FRIDAY, FEBRUARY 23, 2024**

# Missoula Downtown Association 2024 Events Vendor Application



Check all events that you are interested in vending for.  
Please be aware that submission of interest does not guarantee inclusion in events.



## 30th Annual Garden City BrewFest

Saturday May 4, 2024 12pm-7pm | Caras Park

- Vending fee: 20% of gross revenue from the event
- No upfront fee

I am interested in vending at Garden City BrewFest.



## 38th Annual Out to Lunch Summer Series

Every Wednesday in June, July & August 11am-2pm | Caras Park

- Vending fee: 10% of gross revenue from each date of event
- One-time upfront fee for Out to Lunch based on power needs and MDA Membership.
  - MDA Member
    - No power: \$200
    - 110v outlets: \$275
    - 220v outlet: \$350
  - Non-MDA Member
    - No power: \$250
    - 110v outlets: \$325
    - 220v outlet: \$400
- NOTE: Upfront fees are not due at the time of application submission; upfront fees will be due UPON SELECTION. Vendors must pay the upfront vending fees prior to start of Out to Lunch.
- Vendors must commit to attending every event date. A \$150 fee will be charged for each week missed.
- Weekly fees must be paid four business days after the event.

I am interested in vending at Out to Lunch.

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Check all events that you are interested in vending for.  
Please be aware that submission of interest does not guarantee inclusion in events.



## 23rd Annual Downtown ToNight Summer Series

Every Thursday in June, July & August 5:00pm-9:00pm | Caras Park

- Vending fee: 10% of gross revenue from each date of event
- One-time upfront fee for Downtown ToNight based on power needs and MDA Membership.
  - MDA Member
    - No power: \$200
    - 110v outlets: \$275
    - 220v outlet: \$350
  - Non-MDA Member
    - No power: \$250
    - 110v outlets: \$325
    - 220v outlet: \$400
- NOTE: Upfront fees are not due at the time of application submission; upfront fees will be due UPON SELECTION. Vendors must pay the upfront vending fees prior to start of Downtown ToNight.
- Vendors must commit to attending every event date. A \$150 fee will be charged for each week missed.
- Weekly fees must be paid four business days after the event.

I am interested in vending at Downtown ToNight.



## 18th Annual River City Roots Fest

Friday-Saturday, September 6-7

- Vending fee: 20% of gross revenue from the event
- \$100 upfront fee (due UPON SELECTION); must be paid prior to event
- Vendors MUST be able to vend both dates of the event

I am interested in vending at River City Roots Fest.

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## Guest Vendor List

Vendors accepted to Out to Lunch and Downtown ToNight are required to attend each week of the program. If vendors are not able to attend, the MDA will try to fill in their spot with a Guest Vendor.

The Guest Vendor program is designed for vendors interested in vending but unable to commit to the full event series. Joining the Guest Vendor List does not guarantee any dates will be available. If dates for either Out to Lunch or Downtown ToNight become available, Guest Vendors may be contacted. If Guest Vendors are unable to fill in, they will remain on the list and the MDA may reach out again in the future.

Guest Vendors will be required to submit 10% of their gross income for each date of service. There are no upfront vending fees for Guest Vendors.

Vendors who apply for Out to Lunch or Downtown ToNight that are not selected will be automatically added to the Guest Vendor List.

Selection to fill a spot may be based on power needs, size of vending operation, size of space available, variety of food, etc.

**Please add me to the Guest Vendor List.**

**See attached Rules & Regulations for  
additional information and vendor requirements**

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# Missoula Downtown Association 2024 Events Vendor Application



## MDA Event Rules & Regulations Documentation and Vendor Selection Criteria

### RULES & REGULATIONS

The Missoula Downtown Association (MDA) plans and produces nearly 35 community events that utilize food and beverage vendors. Food service and sales are extremely important factors in the success of these events. Please review the following to ensure a rewarding experience for all parties.

- Applications are due by Friday, February 23, 2024
- A \$25 late payment fee will be assessed for any payment received after the deadline of four business days following an event
- A \$150 no show fee will be assessed to vendors for each date missed. Vendors that miss more than two dates at Out to Lunch and Downtown ToNight may not be considered for future vending opportunities with the MDA.
- Set up must be completed and vehicles removed from event spaces 30 minutes prior to event start time
- As a vendor, you agree to secure general liability insurance while operating at any MDA event. The MDA must be listed as an additional insured on your policy.
- The MDA reserves the right to consider past performance and compliance with the aforementioned rules and regulations during the vendor selection process

### REQUIRED DOCUMENTATION

Vendor applicants must submit the following documentation with application:

- Photo of vending operation
- Copy of menu including any items that cater to dietary restrictions
- List of sustainable serving materials (sustainable service ware is required to be a vendor at MDA events)

#### NOTES:

- A check, payable to the MDA, for pre-season vending fees at Out to Lunch and Downtown ToNight, must be submitted prior to start of events; applicable only to vendors selected for Out to Lunch and Downtown ToNight.
- MDA Members must have annual dues paid in full by February 23, 2024 in order to qualify for MDA Members upfront fee amounts

Upon acceptance into any of the MDA events, the following additional documents must be submitted:

- Copy of your Temporary Food Service License (if applicable)
- Copy of your City Business License or Non-Profit Exemption
- Copy of your liability insurance

### VENDOR SELECTION CRITERIA

Vendors are selected by the event organizing committee each year, and applications are reviewed on an individual basis with the following priorities in mind:

- Use of local food products and sustainable material
  - In alignment with the City of Missoula's Zero to Fifty Initiative, all food **MUST** be served in compostable or recyclable items. **No exceptions.**
- Type of food offered
  - Variety, healthy options, how it will be prepared, etc.
- Compliance with MDA, local and state regulations
- Previous vending experience
  - How the vendor performed at previous MDA events, working relationship with the MDA, length of wait for food, price points etc.
  - MDA reserves the right to eliminate vendors from consideration based upon past performance
  - If no previous experience with MDA events, MDA may ask for references

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## MDA Event Rules & Regulations Documentation and Vendor Selection Guidelines

### VENDOR SELECTION CRITERIA CONT.

- Unit size.
  - Due to limited space, priority may be given to smaller vendor operations
- Electricity consumption
  - Due to increasing power usage by vendors, and the inability to provide power to all, vendors that require little to no power may be given priority
- Professionalism of vendor set up
- Ability to enhance the event
  - What will the consumer's perspective be?
    - Detractions might include loud generators, running out of food, tearing down the vending operation before the event has ended, unprofessional behavior, etc.
- Membership
  - Membership with the MDA is not required to vend at MDA community events. However, vendors that support the MDA through membership will be prioritized.
- Location of business
  - Businesses located and paying taxes in Missoula County will be prioritized

**I have read the MDA Event Rules & Regulations, Required Documentation and Vendor Selection Guidelines.**

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

Please turn in application by Friday, February 23 to:  
218 E. Main St.  
Missoula, MT 59802

Questions?  
kristen@missouladowntown.com  
406-543-4238

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