



CAF AIRSHO 2010 FOOD VENDOR BOOTH GUIDELINES

1. AIRSHO dates and Booth times:

Location: CAF Headquarters at Midland International Airport
9600 Wright Drive, Midland, TX 79711

Saturday: October 9 9:30 a.m. to 8:30 p.m. (Prime booth spaces)
9:30 a.m. to 7:30 p.m. (Standard booth spaces)
9:30 a.m. to 7:00 p.m. (Remote booth spaces)

Standard and Remote booth spaces may remain open after designated hours on Saturday at vendors discretion and upon approval by Food Vendor Chairman.

Sunday: October 10 9:30 a.m. to 5:30 p.m. (All booth spaces)

2. **Booth Space: 10' x 15'** Vendor is responsible for providing all materials needed to set up booth. Each vendor is responsible for signs, legible menus, decorations, and volunteers/workers to man booth during all operational hours and days. A total of 6 Vendor Passes will be given for each booth. **NO electricity** is provided. Vendor must supply own generator if needed. All booths are outdoors.

3. Booth Fees:
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| Prime Space | \$950 (additional adjoining space \$750, same vendor) |
| Standard Space | \$800 (additional adjoining space \$500, same vendor) |
| Remote Space | \$650 (additional adjoining space \$300, same vendor) |

ALL vendors must submit a \$100.00 cleaning deposit, which will be refunded if space is cleaned after event. Please write a separate check for cleaning deposit (check will be given back to you on Sunday at end of event). Cleaning deposit is due at the time final payment is made on contract.

4. Vendors are allowed one major food category to sell such as BBQ, turkey legs, hamburgers, fajitas, funnel cakes, etc. Allowed secondary concessions are hotdogs, corndogs, nachos, chips, candy, etc. All food items must be approved by the Food Vendor Committee. If you are unsure, please ask before serving. Three booths per major food category will be allowed.
5. **Vendors CANNOT sell alcoholic beverages.** These items are sold by the Commemorative Air Force.

6. **ALL ICE MUST be purchased on site.** Ice is sold exclusively by the Commemorative Air Force. There is no exclusive on soft drinks, water or other non-alcoholic beverages; however, water must be sold at \$2 per bottle, the same price as CAF booths.
7. Vendors must adhere to City Health Code. **Health permit must be obtained at the City of Midland Health Department** located at 3303 W. Illinois. Health Dept. can be contacted at 432-681-7613. The Midland Fire Marshal requires that all booths provide a five pound 40 ABC (minimum) **fire extinguisher** with a valid inspection tag.
8. Set up hours will be Friday, October 8th from 2:00 p.m. to 7:00 p.m. All entry will be thru Service Gate. On Saturday and Sunday, no vehicles are allowed to be parked behind the booths. Everything must be unloaded and vehicles moved to designated parking area before 9:00 a.m. Service Gate will be open at 7:00 a.m. Tear down and removal of booths will begin no earlier than 5:30 p.m. and be completed by 7:30 p.m. on Sunday, October 10th. Booth space must be clear of debris and trash before \$100 cleaning deposit will be returned.
9. Booths are sold on a first come first served basis. Contract must be signed and returned, along with a required deposit of \$300 no later than August 13, 2010. No booth will be reserved without completed application and deposit. **Full payment must be received by September 3, 2010 along with separate check for cleaning deposit.** NO REFUNDS after September 3, 2010. Vendor will provide the CAF a certificate of insurance in the amount of \$1,000,000 or greater with the “CAF” and “Western National Bank” as an additional insured no later than September 3rd, that would indicate insurance being current during the October 9-10, 2010 event.
10. Security will be provided, however the Commemorative Air Force is **NOT** responsible for any losses, damages or theft.
11. A vendor meeting will be held on Thursday, October 7th at 6:00 p.m. in the Commemorative Center building at the CAF. You will receive your packet with event information, wristbands, parking passes, maps and booth assignment.
12. CAF reserves the right to close your booth if guidelines are not followed. No refunds on booth will be given if such incident occurs.
13. **Please keep these guidelines for your records.**
14. All questions regarding guidelines and/or contracts can be directed to:

Rachel Stone
AIRSHO Food Vendor Chairman
432-967-1805 cell
432-682-2960 work
rls@midlandhcc.com
15. Mail contracts to:
CAF AIRSHO–Attn: Rachel L. Stone
P.O. Box 62000
Midland, TX 79711-2000