



AIRSHO 2018

FOOD VENDOR BOOTH GUIDELINES

- AIRSHO dates and Booth times:
Location: Commemorative Air Force High Sky Wing at Midland International Air & Space Port
9600 Wright Drive, Midland, TX 79711

Saturday: September 15 8:30 a.m. to 5:00 p.m.
Sunday: September 16 8:30 a.m. to 5:00 p.m.
- 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 (8) eight Vendor wristbands will be given for each booth. Additional wristbands may be purchased at \$10 each.
NO electricity is provided. Vendor must supply own generator if needed. All booths are outdoors.
- Booth Fees: **\$750** Additional adjoining space \$350, same vendor. (Extra fee charged for spaces over the original 10'x15'size).

ALL vendors must submit a \$100.00 cleaning deposit, which will be refunded if space is left clean after the event. Please write a **separate check** for cleaning deposit (check will be returned to you the week after the event is over). Cleaning deposit is due, no later than, the time final payment is made on contract.
- Vendors must submit a list of food items to be sold for approval.
- ALL ICE MUST be purchased on site.**
 - Ice is sold exclusively by the AIRSHO. Any exceptions must be pre-approved.
- BEVERAGE SALES:**
Vendors CANNOT sell alcoholic beverages.
 - These items are sold by the AIRSHO.

Vendors CANNOT sell any bottled or canned drink beverages including water. No soft drinks allowed. These beverages are sold by the AIRSHO. Vendors are allowed to sell drinks that are mixed or brewed such as tea or lemonade and served in a cup. **NO EXCEPTIONS.**

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. The 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. All booths will be **inspected** on Friday, Sept. 14th for compliance, by Fire Marshal's office. **You must be present when Fire Marshall makes the inspection.**
8. Set up hours will be Friday, September 14th from 1:00 p.m. to 7:00 p.m. **Do not arrive before 1:00pm unless arrangements are made in advance.** All entry will be thru Service Gate on Saturday and Sunday, no vehicles are allowed to remain parked behind the booths. Everything must be unloaded and vehicles moved to designated parking area before 8:30 a.m. each day. Service Gate will be open at 7:00 a.m. Booths must be ready for operation by 8:30 a.m. Tear down and removal of booths will begin no earlier than 5:00 p.m. and be completed by 7:30 p.m. on Sunday, September 16th. Booth space must be clear of debris and trash before \$100 cleaning deposit will be returned.
9. Booths are sold and assigned on a first come first served basis. The AIRSHO will determine the placement of all food booths. Contract must be signed and returned, along with a required deposit of \$200, no later than September 1, 2018. No booth will be reserved without completed application and deposit.
Full payment must be received by September 10, 2018 along with separate check for cleaning deposit. NO REFUNDS.
10. **All Vendors must provide their own Liability insurance** listing the Commemorative Air Force as an additional insured. A copy of the certificate of liability insurance in the amount of \$1,000,000 or greater must be submitted by September 1, 2018, indicating insurance being current during September 14-15-16, 2018.
10. Security will be provided, however the AIRSHO is **NOT** responsible for any losses, damages or theft.
11. **AIRSHO reserves the right to close your booth if guidelines are not followed.** No refunds on booth will be given if such incident occurs.
12. **Please keep these guidelines for your records.**
13. Make checks payable to: AIRSHO 2018
13. All questions regarding guidelines and/or contracts can be directed to:

Lauri Skinner
AIRSHO Food Vendor Chairman
432-553-2316 cell
lauri@highskywing.org
www.airsho.org
14. **Mail contracts to:**
High Sky Wing
AIRSHO
Attn: Lauri Skinner
P.O. Box 61064
Midland, TX 79711