

Food Concession Vendor Responsibilities and Rights Believe The Promise International Camporee 2024

Please read carefully **before** submitting your application:

The Food Concession Vendor (Vendor) is responsible for the following:

1. The concession booth is to be staffed with adults (over 18 years old) whose responsibility is to operate the concession booth. Exception to this rule may be allowed for independent vendors with prior approval. Pathfinders may NOT be used as we want them to enjoy the Camporee, not work.
2. Vendor is responsible to familiarize yourself with Wyoming State, Gillette City or Campbell County Guidelines relating to sales tax. The Wyoming State guidelines are listed at revenue.wyo.gov. If you have any questions, contact your attorney, accountant, or these entities, not the Camporee.
3. The concessions area is not a restricted area therefore vendors are allowed in this area at any time; you may come and go as necessary.
4. You are no longer allowed to park in the concessions area. The only exception to this is prior to Monday when multiple vehicles are allowed and as needed for setup. A special parking area close by is provided and only 1 vehicle per vendor is allowed. A parking pass will be provided. To do otherwise means your vehicle is subject to being towed.
5. Vendor will serve **only vegetarian food and caffeine-free drinks**. The only drinks, outside those provided by Pepsi, must be custom made on site.
6. The concession booth sponsor will be responsible for their own:
 - Tables/chairs
 - Napkins and Plasticware
 - Plates/cups
 - Caps, hairnets, aprons, gloves, food thermometers, hand washing station for workers, test strips, bleach, etc. and other such items as required by Health Department
 - Fire Extinguishers and other such items as required by the Fire Department
 - Devices to properly elevate storage above the grass such as pallets or shelving.
 - Extension cords appropriate gauge to the amps pulling. You will need 25- and 50-foot sections, one for each device you are connecting. Suggest you bring as many as

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- possible but then once you arrive, you'll see what exact distances you'll need, and you can buy the rest locally.
 - Trash cans within the booth area
 - Ice chests
 - Cleaning supplies
 - Lighting (as needed for early or late prep or Saturday night)
 - Hand sanitizer for guests (large dispenser from Costco or Sams Club) – required.
 - Pallets or tables or such that can keep your food storage above ground, NOT on the ground.
 - Any other items required for proper storage, preparation and serving of their food/beverages.
 - You may supply your own 10 x 10 tents, or similar size, to supplement what is provided for you if it is within your booth area.
7. The concession booth sponsor is to consider and utilize as many methods as possible to be gentle to the environment. Example: Using recycled paperware, not using Styrofoam cups, etc. However, this is not a requirement, just a suggestion.
8. Vendors will pay a one-time fee for each booth space they receive. Application is submitted electronically with payment due and payable electronically at the same time the application is submitted, no exceptions. Application or payment WILL NOT be accepted in any other format.

Booth Fees are as follows:

- Tent needed:
\$1,750 - each
OR
- Food Truck or Trailer/Chuck wagon will be used (or you may use your own tent with prior approval):
\$1500

Above fees are Pathfinder clubs only. If you are an independent, add \$750 to each.

Extra \$500 fee for application after deadline.

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9. A Certificate of General Liability and Special Event Insurance, for a value of \$1M per occurrence, \$2M general aggregate, to be obtained and maintained at the sole expense of the vendor, to keep in force from August 2-11, 2024, must be provided to Believe the Promise to ensure the booth's operation. The certificates must be provided within 30 Days of February 28, 2024, sooner is preferred, via email to the Concessions Coordinator. If it is not provided as directed, it is understood your application will be voided, unless you have prior approval. NO REFUNDS. If you are a Pathfinder club, you should be able to obtain this from your church or conference office. If you are an Independent Vendor, you'll need to contact the insurance company of your choice.

3 SEPARATE policies of insurance must provide such coverage which shall endorse the following entities as additional insured's and each of their respective officers, directors, employees, members, affiliates and divisions, with their respective addresses, should the addresses be needed:

- A. Center for Youth Evangelism
Andrews University
North American Division of Seventh-day Adventists
The General Conference of Seventh-day Adventists

- B. Cam-Plex

- C. Campbell County Public Land Board
City of Gillette
Campbell County

The document would read something like the following:

General Conference of Seventh-day Adventists, General Conference Corporation of Seventh-day Adventists, North American Division of Seventh-day Adventists, North American Division Corporation of Seventh-day Adventists, its subsidiaries and affiliated organizations, Center for Youth Evangelism, Andrews University, Believe the Promise International Pathfinder Camporee, Cam-Plex, and each of their respective officers, directors, employees, members, affiliates, and divisions are listed as Additional Insured as respects only from liability arising out of the use of premises for the 2024 Believe the Promise International Camporee Exhibitor/Vendor Booth located at Cam-Plex, 1635 Reata Drive, Gillette, WY 82718, phone number (307) 682-0552, beginning August 2,

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2024 through August 11, 2024 -- sponsored by *VENDOR NAME HERE*

Entities with addresses for reference:

- **Center for Youth Evangelism**
4145 E. Campus Circle Drive, Room S103, Berrien Springs, MI 49104
- **Andrews University**
8975 Old 31, Berrien Springs, MI 49104
- **North American Division of Seventh-day Adventist Church**
9705 Patuxent Woods Drive, Columbia, MD 21046
- **Cam-Plex**
1635 Reata Drive, Gillette, WY 82718
- **General Conference of Seventh-day Adventists**
12501 Old Columbia Pike, Silver Spring, MD 20904

10. Concessions will be open Saturday night, but it is optional by vendor. Booths will not be open sooner than immediately following the evening meeting. However, you may sell food for as long as you have customers that wish to purchase your food. This generally means at least 1 or 2 AM.

11. You may not sell food in any location on grounds other than the concessions area, including the camping areas and evening programs. You may deliver food to any area other than the evening programs.

12. It is understood that when the Concessions area is open for business, other than Saturday night (see #10), your booth will be too - no exceptions. This means that you cannot close, even to view or participate in Camporee events. Concessions will be open the hours shown below. The vending area is not open during Sabbath hours for any reason without special permission. Serving breakfast food is permitted at any time. **YOU MAY NOT USE YOUR BOOTH ON SABBATH HOURS TO PREPARE FOOD FOR YOURSELVES OR YOUR CLUB.**

- Monday: Noon to 9 pm
- Tuesday through Friday: 8 am - 6 pm
- Saturday: 10 pm to Sunday AM - optional
- (Times Subject to Change)

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13. Applications are accepted on a first-come first-served basis. Priority is given to Pathfinder Clubs and prior CYE Camporee vendors. Independent or private vendors are allowed but understand that their approval may be pending. Applications will be considered and approved based upon what you are selling, to provide adequate variation of food items available as well as appropriate competition. You will receive verbal approval once contacting the Concessions Coordinator and every attempt will be made to send an email regarding your application status - approval, denial or pending – within 14 business days from receipt, as well. If for some reason your application is not approved, this is the only time a refund is valid. Deadline, without penalty, for applying is February 28, 2024. YOU MUST DISCUSS YOUR INTEREST, AND MENU, AHEAD OF TIME WITH THE CONCESSIONS COORDINATOR to obtain verbal approval.
14. Vendors will make sure their area is locked and secured. Recommend locks for your Pepsi refrigerators if yours is not in your booth, like a tent, rather than sitting outside of a food trailer/truck.
15. The Camporee is not responsible for lost or stolen property. No exceptions. Security is provided but it is not dedicated security for concessions and since this is not a secured area, if you feel the need for **one** person to stay in your booth overnight, you may request in writing to the Concession coordinator, in advance. You CANNOT have a camper or sleeping tent onsite.
16. Anyone working in a booth must be a paid, registered, participant of the Camporee. Therefore, if you require additional staff just for assistance in your booth, they are considered a Volunteer. The Volunteer application is completed online and separate from this application which is in a different section of the website. The cost of the Volunteer application is above and beyond the fees relating to Concessions. Any payment to those Volunteers, as applicable, who work in the booth, is the sole responsibility of the vendor. Must also have a background check for each person working in your vendor area submitted with vendor application since this is a kid friendly event. NO EXCEPTIONS.
17. If you require ice for your booth, you may purchase it from anyone you like. However, it can be purchased from the Camporee at a discounted rate, onsite. Purchase is cash only at time ice is purchased (no billing) and Vendor Pass must be presented to obtain the discount off retail. Ice purchased through this method may only be used in the Concessions area.

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18. A vendor pass will be provided and required to be on each person working in the booth. The Concessions Coordinator will distribute these passes. Replacement passes will not be provided but may be passed amongst vendor staff as needed. Passes must only be used for Concession purposes.
19. Food delivery or suppliers are not allowed on the grounds at any time. You will be required to meet them at the designated delivery gate.
20. Pathfinder clubs are discouraged from using their booth to feed their Pathfinders and staff. This is a concessions area and must be used as such. You are encouraged to maintain a separate kitchen or solution for the feeding of your club.
21. The location of your booth within the Concessions Area is determined by the Camporee based upon factors such as what you are selling, if you are a prior vendor or not, the size of your area, whether you need a tent or have a trailer or truck, the order in which you apply, health, fire, or electrical requirements, etc. Refunds will NOT be provided for your fees paid or revenue believed to be lost, so don't ask or complain about the location you have been given.
22. All vendors must sell all drinks as supplied by the preferred vendor, PepsiCo. This is not a Camporee policy but rather the agreement between Pepsi and Cam-Plex. Using only Pepsi products is both a requirement of the Camporee and Cam-Plex. PepsiCo will invoice each vendor separately for the cost of the drinks at the time of delivery and payment will be collected AND REQUIRED by PepsiCo EACH DAY END. Vendors who do not pay their bill to PepsiCo daily will not be allowed to open the following morning. If you are required to be closed, until your PepsiCo bill is paid, you will not be refunded for any portion of your fees paid to the Camporee or revenue lost.

Pepsi will deliver drinks only through Concession hours on Friday. No deliveries will be made Saturday night. You are permitted to sell drinks Saturday night; Pepsi will not be restocking. You will want to be cautious on how many drinks you purchase on Friday as you will ONLY be refunded for full cases of the same drink.

Each vendor is at liberty to set their own retail pricing but should be reasonably priced.

Pepsi will provide one large double-wide refrigerator, at no cost, for each vendor, for the sole purpose of keeping the drinks cold; ice is not required for these bottled drinks. Large quantities of drinks will be delivered several times throughout the day, and you

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will be required to store them on pallets. If you want your inventory that is not in the refrigerator to be cold, you will need to provide your own cooling devices.

For those who have been vendors previously, you may be used to PepsiCo filling your refrigerators or providing extra refrigerators at an extra cost. This will no longer be the case. Furthermore, when their deliveries are made, the product will not be cold and you will be required to stock your cooler, not Pepsi.

Do not contact the PepsiCo company or representative prior to the event. If you have a question for PepsiCo, the Concessions Coordinator will be your liaison.

A list of de-caffeinated drink varieties will be made available to the vendors and posted at least a month prior to the event. These are NOT cans, these are bottles.

23. The only acceptable form of payment is US currency.

24. Setup is all day the immediate Friday Aug 2, 2024, or Sunday Aug. 4, 2024, before the event, no early arrivals prior to Friday or late arrivals allowed after Sunday, period. Choosing to be a vendor means that comes first, not your Pathfinder Club. That may require you to provide transportation separate from the rest of the club arriving separately to meet this requirement. Therefore, as a vendor, you must plan your arrival ahead of time, accordingly. In fact, it is recommended that you travel and arrive prior to Sunday. While the event does not start until Tuesday, concessions open on Monday as there will be plenty of people on site to feed. However, these initial hours are also used to ensure everything is operational, primarily electricity. **YOU MAY NOT SETUP AT ANY OTHER TIME THAN THOSE LISTED. TO REEMPHASIZE, THIS MEANS NOT BEFORE FRIDAY AND NOT AFTER SUNDAY.**

25. Conduct is according to principles of the Seventh-day Adventist Church. No Smoking, NO alcohol of any kind which includes wine. No drugs (This includes (non) prescription marijuana) and no foul language. Conduct should be professional always befitting a Christian businessperson putting customer service and Christ like behavior as the highest priority. You may be asked to leave with no refund of paid fees.

26. If you end up not occupying the booth you are assigned, do not sell the original intended product from this booth or if you cannot meet any other requirements of the Concessions and this contract, you will be subject to being moved to a different location or closed permanently with no refunds provided.

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27. Vendors cannot use or assign clever names, logos, and signage to their booth for menu items that suggest or is in any form the same, similar or even suggestive of words, names or slogans from trademarks used by established businesses in corporate America. To do so will make you in violation of Trademark Law. The only exception to this is based upon the fact you are selling franchise food and they have provided the signage or truck/trailer or chuck wagon.
28. Water is not available in each booth. It must be transported from several locations. If you require a hookup for a trailer or truck, this may be available.
29. Customers are allowed inside the food booth but must leave once the purchase is made. Pathfinders from your club cannot loiter, only those volunteers approved and actively involved in food prep, selection or selling having the appropriate vendor pass are allowed. You may not set up an eating area for your customers inside your booth. You may do so outside of the booth, at your own cost.
30. Workers are not allowed to eat inside of the booth, even your own food.
31. Food cannot be prepared off site.
32. Trash must be disposed of promptly using only dumpsters and trash cans provided.
33. Grey water (water used in preparation of food and cleaning) must be disposed of in appropriate containers onsite.
34. The Health Department requires the vendor to complete an application to be a temporary vendor for this event, **prior to the event**. However, the vendor need not contact the Health Department as the camporee will give a list of vendors to them and they will contact you. There is a cost for this license that varies depending upon what you are selling but the minimum is \$50. The filing of the application and the cost is both the responsibility of the vendor. There will be an onsite inspection on Monday AM, prior to the concessions opening at noon.

<http://agriculture.wy.gov/component/content/article/45-chs/497basicrequirement>
35. The regulations for fire are on our website. They reflect the words "SAMPLE" because while they are in affect now, they will likely be different in 2024. Therefore, it will be important for you to stay tuned. However, the current regulations will give you a really

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good idea of what to expect.

Certification is given by the Fire Department, onsite at the camporee, the day of their inspection. There is no application ahead of time nor is there currently a fee for the certification, however this could change. If you are found to have never been certified by the Fire or Health Departments or your temporary certification is revoked, your booth will be closed immediately for the duration of the Camporee with no refunds provided for fees paid or potential revenue lost. The following permits are required, as applicable to you: For the production of grease-laden vapor or smoke, use of LP Gas, Wood fire appliances or open fire cooking such as in a pit or open appliance.

You will be expected to follow the minimum requirements for the following, current codes, as they apply to you: International Fire Code (IFC), International Mechanical Code (IMC), International Fuel Gas Code (IFGC), and the NFPA 58 Liquefied Petroleum Gas Code (LP).

For those using deep fat fryers, Fire Codes require them to be COMMERCIAL GRADE with a thermostat, nothing less than commercial grade. This means that turkey fryers or home type fryers are NOT allowed, no exceptions. Anything less than a commercial grade will get you shut down.

All vendors are required to have a Grade ABC Fire Extinguisher. It must be within one year of purchase new or be certified with a tag. If you are using grease of any kind, you MUST HAVE A COMMERCIAL GRADE K Fire Extinguisher. These cannot be purchased at a box retailer but generally only through Fire Service Companies. Some companies will rent fire extinguishers, especially "K," since they are more expensive.

36. At the end of the Camporee, vendor must be removed from the Concession Premises by Sunday Noon.

37. The deadline for any application is required by February 2024. The Camporee reserves the right to accept any application after this date with arrangements made directly with the Concessions Coordinator. An additional fee of \$500 is required.

38. All vendors are contractors. You are responsible for all injury expenses related to workers' compensation.

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39. GOLF CARTS ARE NOT INCLUDED IN YOUR FEE AND MUST BE APPLIED FOR IN ADVANCE THROUGH THE NORMAL CHANNELS ONLINE. These are very limited this year and in fact, discouraged, because of the convenience of your parking area. You may not use your own personal golf cart or golf cart type utility vehicle or 4-Wheeler. Suggest bringing wagon to help transport items from Vendor lot.
40. Credit or Debit cards may be used and in fact are encouraged. However, your connection must be wireless as no hardline connectivity is available. Acceptance of credit or debit cards AND the type of cards is at the discretion of the Vendor.
41. Franchise food is permitted. This means if you would like to contract with a local restaurant/food supplier to be a reseller of their product at the camporee, you may do so. If you do so, it must still meet the vegetarian requirements of the Camporee. Additionally, it is recommended that you have at least selected, contacted, and have an agreement with a local vendor, pending your application.
42. Separate storage space for your supplies is not available. If you would like to supply such a unit, it will be considered on a case-by-case basis. Space is limited and there may be a charge.
43. If you are required to ship or rent equipment to the site, you must arrange for your own representative to be on site for arrival and departure (receiving and sending). Camporee management or Cam Plex will NOT sign for any equipment delivered on site or shipping nor provide storage.
44. Vendors MUST stay current on all communication from the concession's coordinator and the Camporee. Not understanding or speaking English is NOT an excuse to staying current on emails or understanding of the regulations or this contract.
45. A picnic area is supplied for customers. TABLES AND CHAIRS FROM THE PICNIC AREA MAY NOT BE MOVED TO YOUR BOOTH OR BOOTH AREA. These will be very limited.
46. Booths are for food only. Nonfood items, such as merchandise, are not permitted for sale or free distribution. This is a food concessions area, and priority must be given to that. There is a separate area available for merchandise.

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47. ATTENTION: BEFORE SUBMITTING YOUR APPLICATION, please review the list of approved vendors, online, in the Concessions section. This is important so you can evaluate your competition to make sure you still want to sell your targeted items. Next, contact by email the Concessions Coordinator to discuss and share your vision; concessions@camporee.org. Once you have emailed the Coordinator and received a response, you must call to have a screening conversation, phone number to be provided. Since you pay upon application up front, we must be absolutely sure that what you have in mind will be acceptable. All of this will help us better manage the food selection.

Camporee is responsible for:

1. Will provide dumpsters, electricity, cold water and the white hoses at the water stations and the stations for dumping grey water.
2. Will provide a Concession Food & Beverage Coordinator to help answer questions before and during the Camporee. This person will also be "the voice" for the concession booth operations with direct access to Camporee Administration.
3. The Concessions Coordinator and related staff are not to be used for the benefit of the vendor for such things the vendor should provide the resources to handle – such as running errands.
4. Camporee is not responsible for any broken, missing, or stolen items from your booth.
5. Camporee will provide a space for the vendor booth. For those vendors not having their own Food Truck or Chuck Wagon, a tent will be provided. The size of the tent will be a maximum of 20 x 30. Please note, these tents DO NOT have flooring of any kind, the ground/grass is the base of your tent.
6. Refunds are only provided if the vendor's application is not approved, approval is rescinded (prior to the Camporee) or vendor cannot obtain liability insurance. No refunds or discounts are available due to weather, delays in your arrival or the arrival of your food product or equipment, equipment failure, failure to comply with this contract, location of the booth or otherwise anything that is deemed the fault of the vendor, etc.

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7. Police or background checks will be required at the vendor's expense.
8. Camporee will provide a picnic area for customers on a very limited basis.
9. Camporee will provide staffing to maintain and manage the cleanliness and organization of the picnic area. Food vendors are responsible for cleanliness of the immediate area of your food booth. Camporee staff will not clean up after you.
10. Camporee is not responsible for any delay in the delivery of food products by Camporee volunteers or outside vendors; or the effects on your sales such delays may have.