

CAMBRIDGE ARTS | RIVER FESTIVAL

World of Food Vending Area Information and Regulations

About the Cambridge Arts River Festival

The Cambridge Arts River Festival will be held on Saturday, June 21, 2025, from 11 am - 6pm.

The Cambridge Arts River Festival is an annual celebration of arts, food, and culture along the Charles River, attended by over 175,000 people. The event features staged and roaming performances, family entertainment, interactive arts, food, and fine arts & crafts and is held from 11 am - 6pm.

The World of Food is one of the most popular attractions at the festival. It features international cuisines, healthy choices, and festival favorites. We prefer vendors who sell just a few items, arranged to be served quickly and efficiently. If multiple vendors want to sell the same food items, we will work to minimize duplication or decline applications that offer the same foods once the established threshold is reached. Repeat vendors will be given priority consideration on a first- come, first-served basis.

The following documents are enclosed:

- ✓ **World of Food Vendor Application**
- ✓ **Cambridge Fire Department Public Event Application and Permit**
- ✓ **Images of Accepted Fire Safety Devices**
- ✓ **Inspectional Services' Temporary Food Service Application**
- ✓ **Health and Recycling Guidelines**
- ✓ **World of Food Vending Area Map with Site Numbers**
- ✓ **Festival Map**

Please make sure to read all of the above documents carefully. By signing the below application you will be bound to uphold the rules and regulations standards therein. Contact us immediately if you did not receive any of these documents.

How to Apply:

- ___ Complete all parts of the application to the best of your knowledge and sign at the bottom.
- ___ Read, understand, and initial each page of these guidelines and return them with your application.
- ___ List **ALL** food and beverages being sold with pricing.
- ___ List **ALL** equipment and fuels to be used, including any vehicle that you will use to serve on site.
- ___ Enclose a clearly marked photo of your set-up.
- ___ Include a certified check or money order payable to Cambridge Arts Council.
We do not accept cash, personal or business checks.
- ___ Complete the Temporary Food Service Application.
- ___ Complete the Cambridge Fire Department's Public Event Application and Permit.
- ___ Read, understand, and sign the Cambridge Fire Department's Conditions of Approval and Regulations.
- ___ **Submit all of the above items** prior to the specified deadline and retain of copy of all for your records.

Application Deadlines

The deadline for applications is **Monday, May 19, 2025**. Applications will be accepted on a first-come, first-served basis. You will receive a response within approximately two weeks of submission. **Apply by April 29th for Early Bird Discounts!**

Applications received after **May 19th** will be considered only at the discretion of festival staff and only if space is still available. Apply early for your best chance of getting accepted. We will not cash your Certified Check or Money Order unless your application is accepted. If we decline your application, your application fee will be returned.

If your application is accepted you will be notified via e-mail or phone and a confirmation packet containing the following items will be mailed to you in May via priority mail: load-in instructions & schedule, site map, directions, and parking pass for **one** vehicle. It is the responsibility of the Vendor to notify the Vendor Coordinator if you have not received confirmation and load in/out instruction within one week of the festival.

Incomplete applications, **including those without payment, the Inspectional Services' Temporary Food Service form, or the Fire Department's Event Application and Permit**, will be returned. You may reapply, but the delay could jeopardize your opportunity to participate. Do not purchase food for the event until you receive our confirmation notice.

___ **Initial Here** to indicate that you have read, understand and agree to follow the above guidelines.

Cancellations and Refunds

All Vendor cancellation requests must be made in writing to the Vendor Coordinator. Additionally, a call or email would be appreciated. Cancellation requests **received** by **May 19th, 2025**, will be refunded in full. Cancellation requests **received between May 19, 2025, and by May 30, 2025**, will be refunded the amount paid minus a 20% cancellation fee. **No refunds will be issued after June 2, 2025.** Refunds will not be given at any time to those who fail any Cambridge Fire Department or Health Inspection on site or to those in violation of the rules who are asked not to operate.

The Festival will go on rain or shine, except in cases of emergency cancellation due to severe weather or other occurrence causing public safety concerns. We encourage vendors to plan for sun or rain protection as no refunds will be provided to vendors who choose not to participate due to weather conditions.

In the case of a public safety related cancellation of the event on June 21, 2025, there is no alternative date. The event will go on rain or shine, except in cases of emergency cancellation due to severe weather or other occurrence causing public safety concerns. Again, we encourage vendors to plan for sun or rain protection as no refunds will be provided to vendors who choose not to participate due to weather conditions. Should the alternative date be cancelled and the vendor has made a good faith effort to participate, the vendor will be refunded 50% of their application fee if a written request for the refund is received by the Cambridge Arts Council from the vendor within 60 days of the festival.

The Cambridge Arts Council will notify vendors of cancellation/use of alternative date by 5:00am, if possible, on the morning of the event via e-mail blast and postings to our website. It is the vendor's responsibility to check these outlets for notification. Vendor waives any claim it might have for damages against the City of Cambridge, the Cambridge Arts Council, and any of their employees arising out of the cancellation of the Festival.

Site Information

Vendor sites are pre-assigned to you by your Vendor Coordinator. You will receive a map with your site location marked in your confirmation package so that you may plan accordingly. If you have participated in the event before and would like to request a specific site please feel free to list that on your application. However, sites are given on a first come, first serve basis and are assigned at the discretion of the Vendor Coordinator.

The site size listed on the application is the length of each site in feet. All sites are 10 feet deep, except for special considerations made for trucks and trailers. Please note that should your trailer, truck, or general set up exceed the size of your site you will not be permitted to set-up. Overhangs, hitches, and large signs are included in site sizes. We allow a limited number of trucks and trailers by prior arrangement. **ALL** vending vehicles **MUST** be listed on the application and accepted by the vendor coordinator. No "carnival-like" trucks, trailers, or booths will be allowed.

Site fees are listed on the application; the price includes all city fees.

Premium food vending sites are located between DeWolfe and Flagg Streets on Memorial Drive; they cost more, but offer the best exposure to festival attendees.

Standard food vending sites are located on Memorial drive between Flagg Street and Peabody Terrace and along Flagg Street from Memorial Drive to Banks Street.

Qualified non-profit organizations such as churches and community groups whose proceeds from food sales go directly to the organization may reserve a standard site for a reduced fee. You must provide your Federal tax-exempt ID number and copy of your exemption letter to qualify.

Set-Up and Clean Up

Vendors **MUST** provide their own **tables, chairs, tents, booths, trash cans and bags**. Access to electricity is **not available**. A cooking oil recycling dumpster will be provided for your convenience. All cooking oil and grease must be removed from the premises by the vendor or placed in the provided recycling dumpster; **no dumping is allowed!** All other trash can be left in **strong** trash bags at the end of the festival for curbside pickup. Ice will be sold by a commercial ice vendor at points during the day at about \$8 per 40 lb. bag. Water will be available from a spigot for cleanup only.

Vehicles

All vending vehicles must be listed on the application and accepted by the vendor coordinator.

We provide **one offsite parking space** in a specified lot away from vendor sites per vendor. Vendors are not permitted to have non-vending vehicles on site during the festival. We require that you bring a least two crew members for set up (and _____ **Initial Here** to indicate that you have read, understand and agree to follow the above guidelines.

recommend at least 3) – one to stay with your items and the other to move your vehicle. You must unload, and then move the vehicle to the provided off-site parking location (a map to the lot will be included with final confirmation) prior to setting up. Shuttle vans to and from the parking lot will be provided.

Generators and Fuel Tanks

Diesel-fuel generators may be used **only** if they are listed on the application and pass inspections by the Cambridge Fire Department on the day of the event. Gasoline generators will be permitted **only** if approved by the Cambridge Fire Department **BEFORE** the event. It is the vendor's responsibility to get generators pre-approved. The approval process is not affiliated with Cambridge Arts Council or River Festival and can be arranged by calling the Cambridge Fire Department at 617-349-4900. Generators should be reasonably quiet. We reserve the right to refuse the use of generators that are too loud.

Propane appliances and generators must be capable of running for the entire event on ONE tank. Extra fuel and/or fuel tanks are not permitted on site. Any extra fuel will be confiscated and are not returnable. No refueling of any kind is allowed on site. Fuel tanks and generators must be stabilized and secured in place on a level surface. Safety release valves & overpressure devices must match those included in this packet and be properly installed/set-up in order to pass the City of Cambridge Fire Inspection. No alterations or manipulations of equipment are allowed on site.

Rules and Regulations

- No load-ins will be allowed after 10:00am and all non-vending vehicles must be off site by 10:30am
- Vendors may sell **only** the items listed on their application.
- All fuels, cooking, and serving equipment **must** be listed on the application.
- Propane appliances and generators must be capable of running for the entire event on ONE tank. Extra fuel is NOT permitted! Refueling on site is not permitted. Any extra fuel will be confiscated and is not returnable.
- Vehicles to be used in the selling area must be listed on the application along with accurate length and width in feet.
- The sale of any item or use of any fuel, equipment, or vehicle not listed on this application will be considered a violation and will result in the closing of your sales booth with no refund.
- We do not allow vendors to play music during the event; we do not allow hawkers promoting booths.
- We do not allow large, carnival-type (flashing lights, etc.) trucks, trailers, booths, or signs.
- Cambridge Inspectional Services Health Code and Fire Department regulations apply to all food sales at this event. For questions on these regulations, please call 617-349-6100 for Inspectional Services or 617-349-4900 for Fire.
- Cooking must stop by 5:30pm and Sales stopped by 6:00pm. **Sites must be cleared by 7:30pm.**
- Vendors are responsible for total cleanup of their site.
- Vendors must place all cooking oil and/grease in provided recycling container or carry it away with them, NO DUMPING!
- Vendors who are not cleared by 7:30 pm, are uncooperative, leave a mess, or violate the rules will not be welcome at future events and may be subject to fines.
- Vendors with repeat violations will not be allowed back on site for a minimum of one year.
- The site is not transferable.
- No Styrofoam! Only compostable, biodegradable or recyclable plates, utensils, cups, takeout containers etc allowed.

IMPORTANT:

- ❖ The Cambridge Arts Council provides **free lunch vouchers** to a limited number of festival staff and volunteers. You will be expected to **accept up to 10 (ten) vouchers, at a total value of up to \$10 per voucher,** from festival staff and volunteers and in exchange provide the food and beverages requested by the bearer of each voucher. You will not be reimbursed for these vouchers; they are considered part of the fee for participation. Should you decline vouchers, you will be asked to present the 10 you have already honored so keep vouchers on hand until the end of the event.
- ❖ Each vendor **must** bring a signed copy of the Fire Regulations and your Serve Safe Certificate with you to the event to show to the Inspectional Services and Fire officials during inspections.

Contact Information

Please contact our Vendor Coordinator if you have questions, need special arrangements, want to add items or equipment to an application you already mailed, or want to discuss ideas and get advice. Please allow up to a full week for a response.

Hispanoparlantes, por favor contacten nuestro coordinador de vendedores con preguntas/ayuda con traducción:

Cambridge Arts Council
Cambridge Arts River Festival, Vendor Coordinator
344 Broadway, 2nd Floor
Cambridge MA 02139
Phone: 617-349-7205
Fax: 617-349-4669
TTY: 617-349-4621
Vendor Coordinator: Aléx Monteiro Leith
Email: alleith@cambridgema.gov
www.cambridgeartscouncil.org