



2018 Alive @ 5 Craft/Food Vendor Application



Vendor Fees & Information

Initial Flat fees (two options):

- \$199** – includes basic membership in Downtown Helena, Inc.*
- \$299** – includes basic membership AND the ability to accept the DHI gift card**

Season/Weekly Vending Fees

- \$40** per week for a 12x12 space
- \$45** per week for a 10x20 or less space
- \$50** per week for a 10x40 or less space
- \$5 per week less for a season long commitment

- Applications without fees will not be accepted.
- Please provide pictures or diagrams of your anticipated vending set up at Alive at Five. Applications without this will not be accepted.
- DHI will notify applicants if their application is accepted after **April 6th**.
- To ensure variety for event attendees, we will take into consideration food items served when selecting vendors; please be intentional with the items you apply to serve and understand that any changes to the menu following vendor selection must be submitted to DHI prior for approval.
- If you are not selected to vend, your check will be refunded.

** NOT applicable if you are a current member of DHI. For member benefits and a list of events, visit downtownhelena.com/dhi/membership/.*

+ Includes a \$49 one-time gift card activation fee. This fee will not be assessed in subsequent years.

Alive @ 5 Rules

- Alive @ 5 will take place every Wednesday in June, July and August from 5 p.m. to 9 p.m.
- Set up must be completed no later than 4:30 p.m.
- Once set up, there must be an employee or designated person attending your operation at all times in case of emergency.
- Vendor fees vary by size of your set-up. For more space, additional fees may apply. **Pictures and or diagrams must be provided with applications.**
- Rules regarding proper disposal of trash, food waste and cooking implements (including grease) apply and will be outlined in the vendor contract.
- You must remain set up and open for the entire time (unless you completely run out of product, which we hope happens due to record breaking crowds!)
- You must notify DHI staff at least 48 hours before the event if you are scheduled to attend but need to cancel
- Each vendor will be expected to coordinate with Alive at 5 staff for set up location. Trucks will NOT be permitted on the parks as requested by the Parks Department.
- Vendors are required to obtain the appropriate permits from the Lewis and Clark County Health Department: (406) 443-2582 prior to the start of the season.
- Vendors scheduled to participate at Pioneer Park must have a valid walking mall vehicle permit from the Helena Parking Commission (HPC); Contact the HPC at (406) 447- 8419.
- Once accepted you will be required to sign a formal contract detailing the rules above. Downtown Helena, Inc. reserves the right to cancel the contract if variations from your application occur during the season.
- Deadline to apply is April 6th. Applications received after this date will be placed on a wait list and may be accepted for weeks in which vendors are unable to attend.

Application & Instructions for Submission

Application submission deadline: April 6th

Submit to: Downtown Helena Inc., 318 Fuller Ave, Helena, MT 59601. Questions? Call (406) 447-1535, visit our website at www.downtownhelena.com or email jwalsh@helenabid.com.

Food Vendor: _____

Main Contact Name: _____

Address: _____ **City, State, Zip Code:** _____

Phone Number: _____ **Email Address:** _____

Website: _____ **Facebook/Instagram/Other:** _____

Please circle the dates you can vend:
ALL • June 6 • June 13 • June 20 • June 27 • July 4 • July 11 • July 18 • July 25 • Aug 1 • Aug 8 • Aug 15 • Aug 22 • Aug 29

TOTAL AMOUNT Submitted: \$ _____
Make Checks payable to Downtown Helena Inc.

***Please note: The committee reviewing applications will consider the variety of food offerings and will be selecting vendors and approving food items with that in mind.*

Food/Craft items to be sold (please be specific): _____

Booth/cart description: _____

Location considerations based on your business's limitations or needs (**no guarantees**): _____

Vending Operation Dimensions: _____ **Trailer:** Yes _____ No _____

Generator: Yes ___ No ___ **Cook with Propane:** Yes ___ No ___

**** DHI does not provide electricity.**

No open fire within city limits.

OFFICE USE

Date Received _____ **Received by** _____

Paid (y/n) _____ **Date paid** _____

Menu approved (Y/N) _____ **Date approved** _____