



Da Vinci Days Food Vendor Information July 15-17, 2011

Please review and contact us immediately if you have any questions.

Food court hours of operation

Friday, 7/15	5:00 pm - 10:30 pm	Beer/Wine sales end 10:00 pm
Saturday, 7/16	10:00 am - 10:30 pm	Beer/Wine sales end 10:00 pm
Sunday, 7/17	11:00 am - 5:00 pm	Beer/Wine sales end 4:30 pm

REQUIRED PRE-FESTIVAL

You must contact the Benton County Environmental Health Department to submit proper paperwork. A staff person with a Food Handler's Permit must be present in your booth at all times. You must also have a fire extinguisher if you are cooking with an open flame or using electricity. Visit <http://www.co.benton.or.us/health> or BCHD 530 NW 27th St, Corvallis, Oregon, 541-766-6841. An inspector for the BCHD will inspect your booth's procedures and license.

A certificate of insurance is required, listing da Vinci Days as the certificate holder.

Load-in: Enter at 11th Street and Campus Way (follow signage)

Thursday, 7/14	Scheduled with our Facilities crew
Friday, 7/15	7 am – 2 pm

We will contact you by phone prior to the Festival to review your booth needs. For TRAILER vendors, **please come at your assigned time.** All vehicles must be **off** the Festival grounds by 3 pm on Friday. Once you have completed set-up, our friendly staff will visit your booth to verify your cash register is working properly and that your service supplies will be accepted in our composting stream. You will also be provided with a Vendor Parking Permit and directed where to park your restocking vehicle.

Power and Water: Water trees and electricity are located behind the food booth area. Bring your own power cords. Avoid blown circuits! Make sure they are adequate for your power needs.

Restocking: For workers restocking booths during Festival hours there are access gates at the Main Gate "exit" and the Jefferson Avenue Vendor entry. A Vendor Pass is provided to each Food Vendor for restocking. *Restocking vehicles may park on Jefferson or 11th Street in No Parking Zones, unload supplies, and then immediately move vehicle to the Food Vendor Permit parking area.*

Vendor Entry and worker passes: We will contact you prior to the Festival to ensure that you have adequate passes for your crew and will make arrangements to deliver passes to you. If arriving during Festival hours, PLEASE instruct your workers to enter at the VENDOR restocking gate on **Jefferson Avenue**, behind the food booths or the **14th Street** re-entry gate. These gates will not have lines. The best parking for your workers is near 11th Street and Adams, in the OSU Parking areas.

2011 Food Court contacts

Mike Murzynsky, Vendor Composting Coordinator
Anne Baker, Food Court Auditor
Harrison Branch & Barb Evelend, Food Court Managers
Justin Fleming, Facilities Coordinator
Brenda VanDevelder, Executive Director

Sustainability Policies

Our Sustainability Policies provide clear instructions for trash, recycling, and compost friendly product requirements. Thank you for your cooperation! Festival volunteers are stationed at all attendee trash/recycle stations to assist with composting and recycling.

1. **All vendors are required to use pre-approved compost-friendly products for food and beverage sales.** Exceptions are made for pre-packaged soda, water, juice and special situations. Glass and Styrofoam are not allowed.
2. **Vendor trash and recycling** is available in designated locations behind the food booths. Low-grade paper includes all varieties of paper and paperboard. Anything you can write on but not eat off of can be recycled. There is a cardboard recycling container behind food vendors, please flatten cardboard boxes and place in container.
3. **Use bulk condiments in reusable/recyclable containers when possible.** Individual condiment containers may not be recyclable.
4. **Mixed recycling bins** are provided for all metal and plastic. Please RINSE and flatten metals and RINSE lids of tubs and jars. *Please discard lids of plastic bottles.*
5. **Glass recycling pick-up of glass containers** used during food preparation or for food storage is available by request.

Cash Register Policies

Cash registers are REQUIRED for all food and beverage vendors. Our friendly staff will meet you after set-up and will review cash register rules and Sunday checkout procedure.

1. All booths must have operational cash registers.
2. The auditor must approve your register before you open on Friday, July 15.
3. An opening "Z" report will be taken by the auditor before you open on July 15. After the opening "Z" report is taken, you are only to run "Z" reports when you balance out at the end of each night.
4. All sales must be rung up using approved cash registers.
5. **All transactions must be rung up for the true amount of the sale.**
6. Working out of an open drawer is prohibited.
7. No voided transactions will be permitted. All transactions rung up incorrectly must be circled on the register tape and documented on the over ring sheet to be properly credited.
8. "No Sales" are prohibited; you may either open the drawer by doing an "X" report or using the drawer release button under the register.
9. Complete cash register tapes must be turned in daily. All transactions must be on the cash register tape with consecutive transaction numbers and the correct time and date. The "Z" report MUST show a running grand total of sales.

Frequent Questions:

What if my cash register malfunctions or I lose power?

Simply contact a da Vinci Days Official. They will note the register outage on the tape for the auditors and assist you in fixing the problem. Most cash registers have a back-up battery power system. If you do lose power, contact a da Vinci Days Official and they will assist with troubleshooting a solution.

What if I want to settle each night rather than Sunday afternoon only?

Discuss your request with da Vinci staff on Friday afternoon during your check-in meeting.