



## 2019 Vendor Application Guidelines

Deadline to apply is Friday, March 15, 2019

### Event Overview

Thank you for your interest in vending at the 1<sup>st</sup> Annual Tastes of Summer at the Civic Park in Downtown Lawrenceburg on Saturday, June 15!

We are recruiting some of the best vendors that Dearborn County has to offer! This event serves as an opportunity for vendors to reach out to a large crowd of people in the tri-state region by sharing your product in a family-friendly, vibrant setting. Additional event components include live on-stage music, a Glamper Show, and Eagle Country 99.3's Outdoor Show. As a part of the event promotions, participating vendors will also gain added value through event advertising.

Below you will find general information for vendors, along with guidelines to review prior to applying. If you are selected as a 2019 vendor, additional materials will be provided. Please note that limited space is available, and not all of those who apply will be selected.

### Dates & Times

Saturday, June 15, 2019 from 11AM-7PM

### Application Timeline

**Application Deadline:** Friday, March 15, 2019

**Vendor Notifications:** Accepted vendors will be notified by 5PM Friday, March 29

**Booth Fees & Completed Paperwork:** Due 10 days after being notified. You may forfeit your spot if you fail to do so.

### Paperwork

Required documents include:

- Complete Application
- Signed Vendor Agreement Form
- Payment in Full
- Certificate of Insurance (including City of Lawrenceburg, Lawrenceburg Main Street, Inc., and Lawrenceburg Tastes of Summer listed as additional insured)
- Copy of Dearborn County Health Department Valid Health Permit
- Copy of Temporary Festival Permit from the Dearborn County Health Department (\$10 Fee)
- Copy of menu items to be offered at the event with pricing
- Copy of business logo (high res) – for event marketing purposes only

## Rules, Regulations & Eligibility Requirements

### General

- A maximum of 20 vendor spots are available.
- Tastes of Summer is a rain or shine event.
- Vendors must secure a Temporary Festival Permit from the Dearborn County Health Department, at least 30 days prior to the event.
- Eligible vendors are limited to restaurants and cafes located within Dearborn County, IN that have a brick and mortar establishment with regular open hours. This does not include establishments that serve primarily as a bar or tavern, or those who identify as a regional chain restaurant or cafe.
- Booth space may not be subleased or combined with a business other than the company doing business as stated on the application. Each booth space is for one (1) business only.
- Vendors must provide their own monetary change for customer transactions. Tastes of Summer will not provide or arrange for cash change. Please plan accordingly with your bank institution.
- Vendors are responsible for securing any registers, tip jars, etc.
- All vendors are required to provide a fire extinguisher to accompany their booth.
- All vendors are required to serve throughout the entire duration of the event from 11AM-7PM
- See below for Fire Safety information.

### Offerings

- All vendors must offer at least four (4) and no more than five (5) menu items at \$2 to \$6 each
- All vendors must also offer at least one (1) "taste teaser" item, bite-sized, at \$1 to \$2 a piece
- Vendors may not sell water, alcohol or any other bottled or canned beverage. The event committee will have water & pop stations throughout the event premises. A beer/wine garden will also be set up on the event premises.
- Vendors may not sell merchandise of any sort.
- No soliciting of event patrons by use of bull horns, oral solicitation, customer incentives or perceived added value in exchange for business.
- Food vouchers will be given to event sponsors for food tastings. Vendors will be reimbursed for any vouchers received.

### Check-In & Tear-Down

- Vendor check-in begins at 8AM
- All vendors must be set up and ready to serve by 10:30AM
- No motorized vehicles are permitted on event grounds. All vehicles must be removed from premises by 10:30AM.
- All vendors are required to remain set up until 7:15PM regardless of offerings available
- Vendors may begin tear-down activities at and no sooner than 7:15PM
- Vendors are required to remove all trash, waste and recycling from their respective booth space upon tear-down, including any cardboard or boxes.
- Vendors are responsible for transporting grease, coals, and grey water back to their home base of operation. We do not provide disposal.
- Vendors must load out by 11PM on Saturday, June 15.
- Failure to comply with any of the above rules and regulations will result in a non-refund of the vendor security deposit.

## Booth Types, Sizes & Fees

- Non-Refundable Vendor Fee: \$75.00 – Checks Only – Payable to: ‘Lawrenceburg Summer Event Committee’
- Vendor Security Deposit: \$50.00 – Refundable upon event completion assuming vendor complied with rules and regulations agreed upon in mutually signed agreement form.
- Booth Space: Each vendor will receive a 10x10 booth space, including one (1) 10x10 tented space, 2 6ft. tables, and 2 chairs
- Electric will be provided for each vendor upon request. It is recommended that vendors bring an extension power cord for back up.
- Access to water and ice will be available.

## Fire Safety

**Emergency Procedures** Vendors must be properly trained in the following:

- Proper use of fire extinguishers and extinguishing systems
- Shutting off fuel source
- Calling the fire department (911)

### **Fire Extinguishers**

- Training in the use of fire extinguishers
- Having the correct fire extinguishers. All vendors must have a minimum of 5 pound A.B.C. Dry Chemical. A Deep Fat Frying vendor must have an additional Class K fire extinguisher on hand and all fire extinguishers must be current on their 1 year 3<sup>rd</sup> party inspection

### **Clearance**

- 10 ft. of clearance should be maintained from combustible materials
- Solid cooking fuels must be 3 ft. from cooking supplies

### **Compressed Gases**

- Must be upright and secured to prevent tipping

### **House Keeping**

- Used combustible products must be disposed of

### **Auxiliary Power Supplies**

- Auxiliary power may need to be properly grounded, always review manual for manufacture recommendations

### **Fire Department Access**

- We always need to be aware of access to buildings and fire hydrants during street events