

**FOOD VENDOR ACCEPTANCE FORM**

**Oct. 4th 5th & 6th, 2019**

**CONTACT INFORMATION**

Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone:\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State Tax ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Marshall Co. Health Dept. Permit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Booth Type:** \_\_Food Truck \_\_Open Prep Food Booth \_\_ Pre-Packaged Food Booth

***COMPLETE* MENU DESCRIPTION:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will you be using a generator? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

**FOOD BOOTHS**

10X10 Booth Space or

Length of Truck/Trailer Booth Space \_\_\_ x $100.00 = $\_\_\_\_\_\_\_ **WATER LIMITED** provide own hoses \_\_\_ X $ 15.00 = $\_\_\_\_\_\_\_

 Mandatory Cleaning Deposit: \_\_\_ x $50.00 = $\_\_\_\_\_\_\_

 **(\*Refundable on last day of event)**

 110 Electricity (**very limited**) \_\_\_\_ x $25.00 = $\_\_\_\_\_\_\_

 Must bring extra cords/adapters

Total enclosed and **must be received by 09/18/19 $\_\_\_\_\_\_\_\_**

**Check to: Culver Chamber of Commerce. Address & mail to: Fall Fest Vendor,**

**103 S. Main St., Culver, IN 46511 or drop off to Amy at Overmyer Water, Culver.**

**FOOD VENDOR INFORMATION, RULES AND REGULATIONS**

**Booth Space**

Food vendor spaces are 10X10 ft. Food trucks will be assigned based on size and needs.

 Only booth space is provided. **You must provide your own canopies, tents, tables chairs, trash cans, and extension cords, as needed.**

**Festival Hours/Set-up/Breakdown**

 The festival will be open beginning at 5:00 PM - 9:00 PM on Friday, Saturday 9:00 am-10:00 PM and Sunday 10:00 am - 3:00 PM. Vendors **MUST** remain open throughout the entire festival. There will be live music both Friday and Saturday. You are welcome to remain open past 9:00, if you wish.

 Food Vendors will be allowed in the staging area for unloading from 3:00 PM on Friday and from 6:00-9:00 am on Saturday and Sunday. You may not begin assembling your booth until after your vehicle is removed from the staging area. Parking is available along the side streets or at the closed auto store one block south of event space or CVS parking lot.

 All vendors must have their space cleared and cleaned no later than 5:00 PM on

 Sunday.

**Health Permits**

 Food vendors must provide a list of all foods to be sold, including whether foods are

 Prepackaged or prepared on-site.

 All food vendors are responsible for the appropriate heath permits and fees with the

 Marshall County Health Department.

 **CLEAN-UP**

 **NO EARLY DEPARTURES. All booths must remain open until the conclusion**

 **of the festival on Sunday, 3:00 PM.**

It is the responsibility of the vendor to clean the allotted booth space including

 removal of all their own trash. NO GREASE on streets or sidewalks. The mandatory $50.00 cleaning deposit will be re turned upon final inspection prior to leaving on Sunday.

 **ELECTRICITY**

Limited electricity will be available to participants and will be assigned on a first

 come, first serve basis. You may **NOT** request electricity on the day of the event. **ALL**

cords and hoses **MUST** be secured to prevent tripping hazards.

**Application Information/Booth Assignments**

 Vendor acceptance and booth assignments are made on a first come, first served

 basis, according to when the application AND payment are received.

 When mailing your completed and signed application, please include payment by

 check or money order ONLY.

 Cancellations must be received in written form no later than Sept. 15th. Cancellations received by this date will be granted a refund MINUS a $40.00 process

 fee. No refunds will be granted after this date.

 Vendor confirmation and booth assignments will be EMAILED out no later than 2

 weeks prior to the event date. No paper confirmation will be sent so please make

 sure to have a valid email address on file.

**Vendor Checklist:**

\* Include your email address to receive correspondence and information

\* Complete, sign, and enclose vendor application WITH payment.

\* INCLUDE a $50.00 refundable cleaning deposit.

All vendors must have an approved application on file with Culver Fall Fest to share, sample, or sell products with the public within the event footprint. Culver Chamber of Commerce and the Festival Committee assume no responsibility for any loss, damage, injury, or claim arising out of the participant's acts or omissions in the Culver Fall Fest. Further, the participant shall defend and indemnify Culver Chamber of Commerce and Festival Committee for negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or legal action. The participant agrees to abide by the Information, Rules, and Regulations outlined in this document.

**Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Make checks payable to:**

**Culver Chamber of Commerce**

**Address & Mail To:**

**Fall Fest Vendors**

**103 S. Main St. Culver, IN 46511**

**OR**

**Drop off payment to Amy at Overmyer**

**114 E. Jefferson St., Culver, IN**

**For any questions feel free to contact:**

**Angelina Giuliani, Food Vendor Committee Chairman**

**Phone: 574-276-6500**

**Email: angelina772@msn.com**