



Living Local Fest

VENDOR APPLICATION

BUSINESS _____ CONTACT _____

PHONE _____ EMAIL _____ FAX _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

VENDOR TYPE: \$50 ENTRY FEE (Games, demonstration and entertainment vendors are exempt from fee)

FOOD/DRINKS ARTS/CRAFTS GAMES DEMONSTRATION ENTERTAINMENT

10X10 BOOTH: More space available upon request.

FOOD/DRINKS VENDORS ONLY

SELF-CONTAINED UNITS:

EXACT LENGTH (Including Tounge if Applicable) _____ ft. _____ in. EXACT WIDTH _____ ft. _____ in.

PRIMARY SERVING SIDE:



ELECTRICITY:

You must provide all of your own cords. Multiple cords cannot be plugged into each other to create more length. Generators – Allowed for use in emergencies ONLY. Cords must be up to code. Please list all Electrical Appliances that will be used in your booth during the festival.

110 VOLTS 220 VOLTS # AMPS _____

MENU ITEMS:

Please list all Menu Items – Only items listed will be allowed to be sold during the festival (food only). Some items may be deleted by the Rochester Downtown Partnership. You will be notified of items not accepted when your confirmation letter is sent.

PAYMENT STRUCTURE OF MENU ITEMS:

The RDP will be selling GOLD COINS for \$1 a piece at a centralized booth. These GOLD COINS are what all FOOD/DRINKS VENDORS will accept as currency. After the booth is closed, the GOLD COINS will be exchanged for \$0.75 each. **Please price your menu items between 1-5 GOLD COINS.**

Certificate of insurance is required. Please submit with application.

I have applied for a food permit to operate a temporary establishment through the Fulton County Health Dept.

TOTAL AMOUNT ENCLOSED

Make check payable to Rochester Downtown Partnership.

\$

Terms and Conditions

1. This agreement is for food vendors. Independent food operators will be limited and acceptance for all vendors will be at the discretion of the Rochester Downtown Partnership Promotions Committee.
2. The vendor agrees that the Rochester Downtown Partnership Promotions Committee may revoke this Agreement at any time for any reason and that Vendor's damages will be limited to refund of the entry fee paid.
3. All vendors must submit a Certificate of Insurance to the Rochester Downtown Partnership Promotions Committee in the amount of \$1,000,000. This includes professional as well as not-for-profit vendors. The food vendor and all employees agree to hold harmless the Rochester Downtown Partnership Promotions Committee. Commercial food vendors will be required to register with The Fulton County Board of Health and obtain a food permit. Not-for-profit organizations are not required to file for a permit if they operate less than 15 days per year. It will be the responsibility of the vendor to understand and satisfy all Fulton County Board of Health requirements. The Rochester Downtown Partnership Promotions Committee is not responsible for vendors who do not obtain permits and no refunds will be issued by the committee if permits are not obtained or denied. There is a nominal fee to the Health Department to obtain the permit.
4. This Agreement is for space only. The Rochester Downtown Partnership Promotions Committee will not supply extension cords, tables or other equipment. The RDP will not be responsible for manpower needed to place trailers and equipment.
5. Cancellations: No refunds will be given for any reason.
6. Placement of vendors both in tents and others, is at the discretion of the Rochester Downtown Partnership Promotions Committee. Each application will be reviewed before space assignment is made. At no time will the Rochester Downtown Partnership Promotions Committee guarantee usage of all serving sides of trailers. Assigned spaces cannot be changed.
7. Rochester Downtown Partnership Promotions Committee is not responsible for lost, stolen or damaged items, equipment, etc. Rochester Downtown Partnership Promotions Committee is not responsible for accidents or injuries.
8. All booths, equipment and supplies MUST be removed after closing on Saturday night.
9. Sharing, trading, or selling a contracted booth space is strictly forbidden without written approval from the Rochester Downtown Partnership Promotions Committee.
10. ALL FOOD PRICES MUST BE POSTED IN PLAIN VIEW! You may sell ONLY the foods listed on the agreement.
11. It is the responsibility of each contracted vendor to clean up around the contracted booth area on a continual basis throughout the duration of the festival. Full trash bags must be placed at the trash pick-up area.
12. Used grease must be placed in a bucket with a lid and the entire container must be placed in the dumpster. Nothing is to be poured down the street drains other than water.
13. Vendor is required to provide 200 feet of grounded power electric cord and 200 feet of water hose "minimum". Vendor will be notified if more electric power cord or water hose is required.
14. Payment in full MUST accompany this application. Make checks payable to: Rochester Downtown Partnership, PO Box 975, Rochester, IN 46975. (574) 224-2666.
15. Booth Hours: Saturday, June 30th from 10:00 am – 2:00 p.m. Setup will begin Saturday, June 30th at 6:00 a.m. Following setup, all vehicles must be removed from the festival area. Deadline for removal of all vehicles from celebration area will be 9:30 p.m. on Saturday.
16. The Rochester Downtown Partnership Promotions Committee will send out confirmation notices upon receipt of paid, completed applications. If you send an application in without properly filling it out, you will not be confirmed. If you provide us with an email address, we will send these notices electronically. If you do not check your email regularly, please do not provide us with that information as we will use it for that communication.
17. It is the policy of the Rochester Downtown Partnership Promotions Committee that any patron not wearing proper attire, (shirt and or shoes) or accompanied by a pet of ANY KIND be denied service.
18. Non-compliance of the rules as outlined in this agreement or in further written notices will result in removal of vendor with NO REFUND DUE.

My signature guarantees that I have read, agree to and will abide by the Food Vendor Agreement for the Community Celebration, and have kept a copy for my records.

SIGNATURE

DATE

Please keep this agreement for your records.

Office Use Only: Date Paid _____ Amount _____ Check # _____ Cash _____