

**LEXINGTON PARKS & RECREATION  
2017 WOODLAND ARTS FAIR  
CONCESSION VENDOR APPLICATION AND AGREEMENT**

**Please note: This show has a very limited number of food vendor spots available. First preference is given to returning food vendors and vendors with unique or ethnic menus and local or “Kentucky Proud” vendors.**

**Application Deadline:** Monday May 1, 2017  
**Event Dates:** Saturday, August 19, 10 a.m.–6 p.m., Sunday, August 20, 10 a.m. – 5 p.m.  
**Event Location:** Woodland Park (Corner of Kentucky Avenue & High Street)  
**Earliest Time for Set-Up:** 10 am – noon only, Friday, August 18 (Vendors with Trailers)  
 Noon, Friday, August 18 (Vendors without Trailers)  
**Time set-up must be complete:** 10 a.m., Saturday, August 19  
**Earliest time for breakdown:** 5 p.m., Sunday, August 20

**Participation Fees:** **DUE UPON NOTIFICATION OF ACCEPTANCE**  
**(ONLY THE \$25 APPLICATION FEE IS DUE WITH FORMS)**  
**Booth (Vendor) Fee:** \$500 FULL service vendor (full menu with variety of meal options)  
 \$300 SINGLE/specialty vendor (i.e. drink, dessert or single item)  
**Cleaning Deposit:** \$250 (written as separate check)  
 (All checks or money orders made payable to Parks and Recreation)

Vendor Name: \_\_\_\_\_  
 Vendor Contact: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: Day: \_\_\_\_\_ Night: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Tax ID Number \_\_\_\_\_

<b>Products to be sold:</b>	<u>Please attach a complete menu with prices.</u> The Division of Parks and Recreation makes every effort to eliminate excessive redundancy among the food offerings and reserves the right to restrict certain menu items. <u>Please indicate with an asterisk (*) menu items that are primary or essential products.</u>
<b>Booth photo &amp; layout:</b>	Please attach at least 1 photo of your booth <u>and</u> a diagram of your unit on a separate sheet of paper showing the following information: <u>dimensions, locations of serving windows, electric boxes, etc.</u>

Booth type: Tent  Trailer  Push cart  other

Electrical needs: Please complete and attach Addendum 1.

**Insurance:**

The applicant and/or each vendor must maintain a comprehensive general liability policy in a minimum amount of \$1 million. Insurance shall be placed only in Commonwealth of Kentucky authorized insurance companies rated A+ VIII or A VIII in “Best Policy Holders Ratings” or their financial equivalent. **A current Certificate of Insurance must be submitted upon making application** and will be filed with LFUCG’s Division of Risk Management (200 E. Main Street, STE. 1041, Lexington, KY 40507) for review and compliance. **A Declaration Page will not substitute for a COI.**

**For Office Use Only:**

Current Certificate of Insurance received  Current Certificate of Insurance not received

Note: Vendors must submit current Certificate of Insurance; Declaration will not be accepted. If you have not yet submitted your Certificate, please submit it with this contract by May 1.

**Vendor Fees – Two checks: booth fee (see above) and cleaning deposit (\$250.00)**

**Vendor will pay both fees, to the Division of Parks and Recreation.** This fee is deemed fully earned upon payment and no refunds will be made. This is a rain or shine event.

Along with the vendor fee is a \$250.00 cleaning deposit. This **MUST** be written as a separate check from the participation fee. **The \$250.00 Cleaning Deposit will not be deposited, but will be refunded to vendors as long as they keep their designated areas clean. Vendors using deep fryers or other machines (grills, soda machines, etc.) that could leave the ground soiled are required to capture their waste and protect the “floor” of their booth by putting an appropriate barrier down underneath their equipment (if not the cleaning deposit will be forfeited.)**

Lexington-Fayette Urban County Government will provide: electricity, water access, and trash receptacles/collection.

Vendor will comply with the following regulations:

1. Vendor must have a tax identification number and is responsible for the collection and payment of all applicable sales tax to the Revenue Cabinet of the Commonwealth of Kentucky.
2. Vendor will provide own equipment, with set-up subject to the approval of the Lexington-Fayette Urban County Government’s Division of Parks and Recreation.
3. **NOTE:** This is an exclusive PEPSI festival. We want to insure that only PEPSI products are sold and to eliminate competitive and unfair pricing between our vendors. Therefore, all bottled drink products must be 16 oz or 20 ounce PEPSI products – NO CANS will be permitted. In addition all vendors must sell the bottled drinks, regardless of size for \$2 each. This includes soft drinks, juice and water (Aquafina or Nu Rane.) Vendors must also serve PEPSI product fountain drinks **ONLY**. This excludes “homemade” drinks such as tea and lemonade.
4. Vendor employees will be neat, clean and maintain a positive friendly attitude with the public.
5. Vendor shall comply with all Health Department policies and those of all state and local regulatory agencies. Vendor may be subject to an on-site inspection by the Health Department and the Urban County Government.
6. Vendor must contact the Lexington Health Department Environmental Health & Consumer Affairs Division to receive and complete forms required for operation. Copies of these forms must be on hand during the event.

**HEALTH DEPARTMENT REQUIREMENTS:**

The Lexington-Fayette County Health Department will pay special attention to safe storage, preparation, and serving of food. At least one person per booth is required to have a food handler card. Please find enclosed a copy of the Temporary Food Service Guidelines, Temporary Food Registration form and an Application for Permit to Operate. **ALL** participating food vendors must complete both a Temporary Food Service Registration (including listing foods to be served) and an Application for Permit to Operate. If you currently have a state license, you must fill out the forms listed above but you will not pay the \$25.00 temporary fee. Any questions concerning these issues should be directed to Skip Castleman, Health Environmentalist with the Lexington-Fayette County Health Department, 859-231-9791.

7. **Vendor may only place signage on their tent or trailer and in no other location and the vendor must provide all signage. Since PEPSI products are the sole soft drinks of the Woodland Arts Fair,**

**(including water, juice, etc.) vendors must cover any other beverage company's logos and wording that may be displayed on or around their booth.**

8. The Division of Parks and Recreation reserves the right to refuse participation by any vendor who does not comply with the terms and conditions of this agreement. Additionally, the division reserves the right to close any vendor's operation for violation of the terms and conditions of this agreement.
9. Location assignments will be determined by the Festival Committee based on the following criteria:
  - (a) Availability of appropriate power source.
  - (b) Order of receipt of complete application packet.
  - (c) Prior years' location assignment.
  - (d) Ability to offer patrons a variety of food items. (The Committee feels it is in the best interest of the vendors and the public to spread vendors selling the same type of food items throughout the Festival site, as space will permit.)

In consideration of being permitted to take part in the 2017 Woodland Arts Fair applicant agrees to indemnify, defend and hold harmless the Lexington-Fayette Urban County Government, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of or in connection with the performance of this agreement, activities associated with the event or arising out of Applicant's use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by LFUCG's sole negligence or willful misconduct.

This agreement is entered into, by and between the Lexington Urban County Government and the vendor named below.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

**Please check boxes to ensure you have completed and enclosed all required materials:**

- Completed Application
- Menu w/ pricing
- Booth Photo/Diagram
- Certificate of Insurance**
- Addendum 1 – Electrical Requirements
- Participation fees – application fee, booth fee and cleaning deposit (payable to Parks & Recreation)

**Return contract with additional forms by Monday, May 1 to:**

LFUCG Division of Parks and Recreation  
Attention: Sarah Buckles  
522 Patterson St.  
Lexington, KY 40507

If you have any questions or concerns please contact Sarah Buckles at 859-425-2057 or email at [sflora@lexingtonky.gov](mailto:sflora@lexingtonky.gov).