

**LEXINGTON PARKS & RECREATION  
2018 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 food vendors with unique, ethnic and/or gourmet menus. Duplication is kept to a minimum.

**Application Deadline:** Monday, April 30, 2018  
**Event Dates:** Saturday, August 18, 10 a.m.–6 p.m.  
 Sunday, August 19, 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 17 (Vendors with trailers)  
 Noon, Friday, August 17 (Vendors without trailers)  
**Time set-up must be complete:** 10 a.m., Saturday, August 18  
**Earliest time for breakdown:** 5 p.m., Sunday, August 19  
**Participation Fees:** **DUE UPON NOTIFICATION OF ACCEPTANCE**  
**(ONLY THE \$25 APPLICATION FEE IS DUE WITH APPLICATION)**  
**Booth (Vendor) Fee:** \$525 FULL service vendor (full menu with variety of meal options)  
 \$325 SINGLE/specialty vendor (i.e. drink, dessert or single item)  
**Cleaning Deposit:** \$250 (refundable - written as separate check)  
 (Make checks/money orders payable to Parks and Recreation)

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

<b>Products to be sold:</b>	Please attach a complete menu with prices. 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   
**Booth Dimensions:** \_\_\_\_\_ Length (including tongue) x Depth x Height  
 Trailers ONLY - If standing at the tongue looking at the trailer do you serve from the:  
 Left side  
 Right side  
**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 April 30.

**Vendor Fees – Upon acceptance of notification the vendor will need to submit two checks payable to Parks and Recreation.** This fee is deemed fully earned upon payment and no refunds will be made. This is a rain or shine event. The “booth fee” will be based on whether the vendor is a full or single service operation in addition to the location assignment. 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 their designated area is left the way it was found. 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 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 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 similar types of food items throughout the Festival site, as space will permit.)
10. Acceptance as a food vendor for the Woodland Art Fair will be determined by the Festival Committee based on the following criteria:
  - (a) Order of receipt of complete application packet.
  - (b) Prior years' participation
  - (c) Ability to offer patrons a variety of food items.
  - (d) Availability of power source/electrical requirements.

**\*\*\* Application does not constitute guarantee of acceptance. \*\*\***

Applicants will be notified of acceptance or denial in writing.

In consideration of being permitted to take part in the 2018 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)

**If you have not previously been a vendor for Lexington Parks and Recreation, include these additional materials, with contact information:**

- List of previous vending engagements, with event dates, for past two seasons
- List of 3 references from coordinator of events for which you've provided vendor services

**Return contract with additional forms by Monday, April 30 to:**

Artworks at Carver  
Attention: Shelly Hancock  
522 Patterson St.  
Lexington, KY 40508

If you have any questions or concerns please contact Shelly Hancock via email at [shancock@lexingtonky.gov](mailto:shancock@lexingtonky.gov) or by calling (859) 288-2925.

**Addendum 1**  
**2018 Woodland Art Fair**  
**CONCESSION ELECTRICAL NEEDS**

**Note:** The information provided below will be used to determine your acceptance and booth placement. If accepted to participate in this event, you will be provided with the power and hookups according to the specifications stated below. No additional accommodations will be made.

Name of food unit: \_\_\_\_\_

Do you need electricity?    Yes     No

If yes, please complete the following information:

Please list all of the items you will be using that will require electricity (i.e. lights, warmers, freezers, etc.):

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Amperage requested: \_\_\_\_\_

Do you have a panel box?    Yes     No     Box voltage:    110 volts     220 volts

How many amps are in the panel box? \_\_\_\_\_

Is the unit direct wired?    Yes     No     What size is the SO cord? \_\_\_\_\_

110 volts: How many appliances will you be using? (Please list)

220 volts: How many appliances will you be using? (Please list)