

**LEXINGTON PARKS & RECREATION  
2024 FESTIVAL LATINO DE LEXINGTON  
CONCESSION VENDOR APPLICATION AND AGREEMENT**

**Please note:** Acceptance is not guaranteed. The purpose of the Festival Latino de Lexington is to showcase and celebrate the Latino culture. Therefore, we will accept only food vendors that represent Latin American cuisine. In addition, every effort is made to showcase the diversity of Latin American foods. We want as many country's cuisines as possible to be represented. Given our space and electrical limitations, all applicants will be presented to a selection committee for approval.

**Event Dates & Times:** Friday, September 27 (5 – 10 pm) and Saturday, September 28 (3 – 10 pm)

**Application Deadline:** **Monday, September 9th, 2024 - Once accepted, all payments and paperwork by September 20**

**Application Fee:** **\$26.50 (check or money order) Booths fees are paid to Parks and Recreation and deemed fully earned upon payment and no refunds will be made. This is a rain or shine event.**

**Booth Fee:** 10'x10'=\$424, 10'x20'=\$848. 10'x30'=\$1,272

**Vendor \$26.50 is accepted at time of application. All other payments are accepted after approval for entry into the event.**

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

**Products to be Sold:** Please attach a complete menu with the item's country of origin or and price.

**Booth Layout:** Please attach a diagram of your booth on a separate sheet of paper showing the following information: dimensions, locations of serving windows, electric boxes, etc.

**Booth type:** Tent  Trailer  Push cart  other

**Electrical needs:** Please complete and attach Addendum 1.

**Insurance:**

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 PolicyHolders 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 Certificate of Insurance.**

**For Office Use Only:**

Current Certificate of Insurance received  Current Certificate of Insurance not received

Lexington-Fayette Urban County Government will provide: electricity 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. Vendor employees will be neat, clean and maintain a positive friendly attitude with the public.
4. 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.
5. 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.
6. Vendors must set up a hand washing station before they begin food preparation.

**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. Any questions concerning these issues should be directed to, Health Environmentalist with the Lexington-Fayette County Health Department, 231-9791, ext. 241.

7. 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.
8. Location assignments will be determined by the Festival Committee.
9. You have requested and paid for the specific booth size stated in the accompanying letter. **The size of booths will be strictly enforced; no additional space will be permitted. Booth location determined by event organizers and is non-negotiable.**

In consideration of being permitted to take part in the 2024 Festival Latino de Lexington the participant hereby releases, absolves, indemnifies, holds harmless and waives all claims against the Lexington-Fayette Urban County Government, The Division of Parks and Recreation, FLACA, and their employees for any losses or injuries of any kind whatsoever arising out of the operation of the food vendors booth or business.

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

\_\_\_\_\_  
Date

**If accepted you will be notified via email with more information. Please email [jshaw2@lexingtonky.gov](mailto:jshaw2@lexingtonky.gov) with questions. After acceptance, return contract with additional forms and final payment by Wednesday, September 20, 2024:**

LFUCG Division of Parks and Recreation  
Attention: Jessica Piersol/Festival Latino  
Artworks at Carver School  
522 Patterson St.  
Lexington, KY 40508

If you have any questions or concerns please contact Jessica Shaw at [jshaw2@lexingtonky.gov](mailto:jshaw2@lexingtonky.gov)

Habla español si necesitas ayuda. ¡Gracias!

Office use only:	Date Received		Amt. Paid		Check#	
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**\*Please Note: Placement is determine by cord length. Booths with cords less than 100' in length will be placed closest to the power supply.**

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

- Completed Application/Agreement & Addendum 1
- Certificate of Insurance (Declarations will not be accepted)
- Menu with prices
- Diagram of unit showing dimensions, layout of booth, serving windows, electric boxes, etc.
- \$26.50 Application Fee - made payable to Lexington Parks and Recreation
- Booth Fee - made payable to Lexington Parks and Recreation