

**LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT
2017 SAINT PATRICK'S PARADE AND FESTIVAL
CONCESSION VENDOR APPLICATION AND AGREEMENT**

Event Dates: Saturday, March 11, 11 am - 7 pm
Event Location: Downtown Lexington, 5/3 Pavilion at Cheapside
Application/Payment Deadline: No later than January 27, 2017
Booth Fee: \$300 made payable to the St. Patrick's Festival

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 prices. The St. Patrick's Parade & Festival makes every effort to eliminate excessive redundancy among the food offerings and reserves the right to restrict menu items and number of vendors. Please indicate with an asterisk (*) menu items that are primary or essential products. Priority will be given to Vendors who have complete applications in before deadline.

BOOTH PHOTO/LAYOUT:

Please attach at least 1 photo of your booth and/or a diagram of your unit 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:

The applicant and/or each vendor must maintain a comprehensive general liability insurance 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's 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, Suite 1041, Lexington, KY 40507) for review and compliance. **A Declaration Page will not substitute for a COI.**

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. 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 prior to the set-up for the event. 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 Chris Atkinson, Health Environmentalist with the Lexington-Fayette County Health Department, 231-9791, ext. 241.

- 6. 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.
- 7. 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) Ability to offer patrons a variety of food items.

INDEMNIFICATION:

In consideration of being permitted to take part in the 2017 St. Patrick's Parade and Festival the 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
- Booth fee \$300 (payable to **St. Patrick's Festival**)

**Return contract with additional forms and final payment by Friday, January 27, 2017 to:
LFUCG Division of Parks and Recreation
Attention: Alana Insko-Kelley/St. Pats
545 North Upper Street
Lexington, KY 40508**

**If you have any questions or concerns please contact Ed Frederick
at 859-621-3770 or gmkyrenfaire.com.**

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|------------------|---------------|--|-------------|--|---------|--|
| Office Use Only: | Date Received | | Amount Paid | | Check # | |
|------------------|---------------|--|-------------|--|---------|--|

**ADDENDUM 1
2017 SAINT PATRICK'S PARADE AND FESTIVAL
FOOD VENDOR ELECTRICAL NEEDS**

PLEASE 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 **ONLY!** No additional accommodations will be made.

Name of food unit: _____

Do you need electricity? Yes No

If yes, please complete the following information:

Please provide a detailed list of everything that you will be using that will require electricity:

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? _____

Vendor Signature

Date