

SEPTEMBER 9-11, 2011 MIDWEST ZEST FEST FOOD VENDOR CONTRACT

PLEASE READ THIS APPLICATION CAREFULLY - SOME RULES HAVE BEEN REVISED.

REGISTRATION DEADLINES: After August 19, 2011, the fee for all vendor spaces will increase \$25. NO APPLICATIONS WILL BE ACCEPTED AFTER SEPTEMBER 1, 2011.

Name of Organization: _____

Type of Food: _____

(Please be specific and limit the number of food items you are selling. The committee will approve and return a signed contract with an authorized list of foods you may sell)

Number of spaces requested: Booth (10'x10') _____ OR Trailer _____ Length _____

(See page 2 for space pricing)

FOOD SERVICE & LIGHTING EQUIPMENT INFORMATION

Must be filled out completely & cannot be changed * NO FREEZERS OR REFRIGERATORS

BOOTHS: 2 OUTLETS TOTAL 10 AMPS. - TRAILERS: 40 AMPS MAXIMUM - **SEE ELECTRIC RULES ATTACHED!**

ITEM OF EQUIPMENT	WATT RATING	AMP RATING	VOLTAGE RATING
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RULES & RESPONSIBILITIES

PERSON IN CHARGE: Name: _____ Phone: _____

Address, City, State, Zip: _____ Email: _____

2ND IN CHARGE: Name: _____ Phone: _____

ORGANIZATION TAX EXEMPT NUMBER: _____

IN DEPT. OF REVENUE SALES TAX NUMBER: _____

PROOF OF INSURANCE NAMING THE TOWN OF HIGHLAND & THE HIGHLAND CHAMBER AS ADDITIONAL INSURED IS REQUIRED AND MUST BE ATTACHED. PROOF OF INSURANCE MAY BE FAXED TO 219-923-3704 or EMAILED TO INFO@HIGHLANDCHAMBER.COM.

I have read and fully understand all the enclosed and agree to comply with all the rules of the Chamber, Fire Marshall, Health Department, and the Festival Regulations of the Highland Parks & Recreation Department. Any display or product deemed objectionable by the Midwest Zest Fest Committee must be removed promptly upon notification. Any vendor caught selling food or product that is not approved by the Chamber can be immediately removed from the event without notice. Removal includes forfeiture of entry fee and/or deposit and the right to attendance at future events. The Highland Chamber of Commerce is not responsible for loss, injury, or theft.

Filling out this form does not automatically guarantee entry into the festival. Applicants must receive a returned authorized copy of the application/contract with a Chamber representative's signature and the Chamber Seal before setting up at the festival. **You must have proof of insurance to participate in the festival. NO APPLICATIONS WILL BE ACCEPTED AFTER THURSDAY, SEPTEMBER 1, 2011.**



**Highland
Chamber
OF COMMERCE**

Midwest
**zest
Fest**

MAIL CONTRACTS TO:

Highland Chamber of Commerce
8536 Kennedy Avenue, Highland, IN 46322
219-923-3666 * 219-923-3704 fax
info@highlandchamber.com
www.midwestzestfest.com
www.highlandchamber.com

VENDOR SIGNATURE: _____ DATE: _____

CHAMBER REP. SIGNATURE: _____ DATE: _____

FOODS AUTHORIZED TO BE SOLD: _____

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SET-UP: Friday, September 9 - Anytime after 9:30 am at Main Square Park, 3000 Ridge Road, Highland.

NO EARLY SET-UP WILL BE ALLOWED! **All vendors, regardless if they are a booth or a trailer **MUST** check in with a Chamber representative before setting up a booth or dropping their trailer.

FESTIVAL HOURS OF OPERATION: Friday, September 9, 4:00 pm – 11:00 pm (Rides 4-11:00 pm)

Saturday, September 10, Noon – 11:00 pm (Rides Noon to 11:00 pm)

Sunday, September 11, 12:00 pm – 7:00 pm (Rides 12:30-7:00 pm)

BEER GARDEN HOURS: Friday, September 9, 4 pm – 12 pm Saturday, September 10, 4 pm – 12 pm

Sunday, September 11, Closed. Note: Patrons will be allowed to consume food which has been purchased from festival vendors in the beer garden! However, food vendors may **NOT** bring samples into the beer garden or take orders for delivery to the beer garden.

FEE FOR SPACES:

Each booth space is 10' x 10'. You will receive notice of your space assignment shortly before the Festival.

ALL VENDORS PLEASE ENCLOSE A SECOND CHECK FOR \$100. It will be returned to you if you have been on the grounds and open for business during the entire 3-day festival. **After August 19, 2011, the fee for all vendor spaces will increase \$25. NO APPLICATIONS WILL BE ACCEPTED AFTER SEPTEMBER 1, 2011.**

NON-PROFIT ORGANIZATION- \$125

List your non-profit (sales tax exemption) number on the application. This category requires that a food item be sold to profit your organization. If you are a non-profit organization which does not plan to be on the grounds on Sunday, please notify us. Contact the Lake County Health Department regarding food permit rules for Non-Profit organizations.

COMMERCIAL VENDORS \$450- 475

FOOD BOOTHS—\$450 for 10 x 10 space

TRAILERS—\$475 for trailers up to 16 feet (not including hitch); add \$125 for each additional 4 feet of trailer length.

NOTE: PLEASE SEE PAGES ATTACHED TO CONTRACT FOR ELECTRICITY INFORMATION FOR TRAILERS.

You will receive a copy of your approved and signed contract as well as your space assignment shortly before the Festival. Please find the enclosed:

- Contract for food booth spaces
- Requirements of the Indiana State Fire Marshall
- Festival & Park Rules
- Food permit requirements of the L. C. Health Department

ADDITIONAL RULES:

- Proof of insurance is required naming the Town of Highland and the Highland Chamber of Commerce as additional insured. Please include proof of insurance or have your insurance agent fax/email to the Chamber **BEFORE the event.**
- All vendors must have proof of insurance turned in to the Chamber of Commerce, a signed / approved contract with the Highland Chamber of Commerce, and an Indiana Health Permit **BEFORE setting up.** Any vendor missing any of these items will **NOT** be allowed to set up.
- Check in with a Chamber representative when you arrive and paperwork will be checked.
- This contract is for space rental only, and does not guarantee any specific space. Requests may be considered, but your space may be moved in some cases such as preventing vacant spaces and safety hazards.
- Commercial food vendors must remain all 3 days (Fri., Sat., Sun.)
- Please list your Indiana Department of Revenue sales tax number on the application.
- Applications will be accepted on a first received in Chamber Office basis after previous loyal vendors.
- An effort will be made to limit the sales of one particular food to one group or vendor.
- Please be very specific and detailed regarding the food items you will be selling in order to avoid duplication.
- All vendors may sell any soda pop and bagged chips.
- Other side items will be allowed if they are not already being sold as a main item.

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ADDITIONAL RULES FOR ALL PARTICIPANTS

RE: REQUIREMENTS OF THE INDIANA STATE FIRE MARSHALL

- An electrical cord on the ground in all booths must be SJ or SO rated.
- All cords must be 3-wire, grounded.
- **ALL LIGHTS MUST BE FLUORESCENT. NO CLIP ON LIGHTS, HALOGEN, OR GLOBE LIGHTS WILL BE PERMITTED. OSHA-rated cage lights and small Christmas lights are acceptable.**
- No generators will be allowed.

ADDITIONAL REQUIREMENTS FOR ALL FOOD VENDORS

- Each food booth must have a 40 lb. BC fire extinguisher*. (*See fire extinguisher requirements for cooking with oil and fryers below.) If you will be cooking with an open flame, it must be done in the open, outside the booth, **NOT UNDER THE TENT. ** FOOD TRAILERS—NO COOKING MAY BE DONE OUTSIDE THE TRAILER. Food Vendors may only cook or grill out in the open in the designated food booth spaces on the east side of the park.**
- Tarps that cover food booths must be made of non-flammable materials and must have a label on the tarp from the manufacturer stating that it is non-flammable.
- LP gas must be tied down and secured in an approved manner.
- No flammable liquid storage (gasoline, etc.) is allowed.

ADDITIONAL REQUIREMENTS OF THE STATE FIRE MARSHALL AS OF 6/14/04:

- Cooking under tent is permitted **only under special circumstances and MUST be approved** by the Fire Marshall.
- Warming equipment (crock pots, coffee makers, etc.) may **NOT** be under the tent.
- Canopy (tent) must have manufacturers label attached stating that the tent is fire retardant.
- Three sides (75%) of the canopy must be unblocked to allow clear passage.
- Fire extinguishers must have a tag showing it has been inspected within the last 12 months.
- If cooking with **vegetable or animal oil**, you must have a **minimum 40B Class K rated** portable fire extinguisher.
- If cooking in **deep fat fryers**, you must have a **40BC rated chemical** extinguisher.
- Fire extinguisher must be located in a minimum of 10 feet and no more than 20 feet from the cooking equipment.
- There must be a ten foot clearance on two sides of any trailer.

Any questions regarding the above requirements should be directed to the Highland Fire Department. Leave your name and phone number at the Fire Department's Administration number, 219-923-9876, and they will return your call.

TO: ALL FOOD BOOTH APPLICANTS RE: HEALTH DEPARTMENT PERMITS

A permit from the Lake County Health Department must be displayed at your booth. Commercial food vendors **MUST** have a permit specifically for this event. **IF YOU ARE A NON-PROFIT ORGANIZATION, THERE IS NO CHARGE FOR THIS PERMIT—Contact the Lake County Health Department for special rules and limitations for non-profit food vendors.** Include your organization's tax number to indicate non-profit. When the Health Department receives your permit application, they will send you the permit certificate for you to display at your booth during the Midwest Zest Fest.

Contact the Lake County Health Department regarding food handling permits and fees:

LAKE COUNTY HEALTH DEPARTMENT

Lake County Government Center

2293 North Main Street, Ste. 9, Crown Point, IN 46307

219-755-3655

SEPTEMBER 9-11, 2011 MIDWEST ZEST FEST FOOD VENDOR CONTRACT ELECTRICITY FOR TRAILER VENDORS

The electrical distribution boxes located on the south side of Main Square (Ridge Road side) to which the vendor trailers are connected have been modified to meet NEC and the Town of Highland standards. Hard-wired connections are not allowed by the current codes, and new receptacles have been added for safety considerations.

These panels have been fitted with GFCI protected twist lock receptacles. **ALL connections being made to these panels will be required to have twist lock plugs installed.** NO hard-wired connections will be allowed.

It is highly suggested that all vendors have these plugs installed by a licensed electrician and have the trailers tested for proper grounding and bonding. Plugs or connections deemed unsafe or not up to code will not be allowed to be connected. Problems with GFCIs tripping will be the vendor's responsibility. Each plug should be identified with the vendor's name and the business name.

Below are the amperage of the receptacles available and an example of the type of plug that will be required to connect to these receptacles:

20A receptacles Plug required Hubbell HBL 2311*

30A receptacles Plug required Hubbell HBL 2721*

40A receptacles Plug required Hubbell CS 6365C*

* Hubbell is a brand name of twist -lock plug. You do not have to use the Hubbell brand. Any brand of twist-lock plugs that match the pattern of the receptacles are acceptable. However, any plug you use is subject to inspection and approval by the Fire Marshall, Midwest Zest Fest committee and Town officials.

Highland Parks & Recreation MAIN SQUARE PARK Festival Regulations for Sponsoring Groups

(Some of these rules may not seem like they apply to bands. It is required by the Highland Parks Department that we give all our entertainment a copy of their festival rules.)

1. Items may be sold only from booths.
2. All amusement rides, booths, and trailers are to be removed from the park and street by 7 pm on the day after the end of the festival.
3. Festival committee must have a representative on the grounds all days of the festival and one half hour before and one half hour after the official hours. Representative must also be on the grounds during official setup and takedown hours. A representative will be designated as the "person in charge."
4. Festival tents provided by the Park Department must be used for the general public to sit under.
5. No one shall be allowed in the gazebo storage area except as authorized by the Park Director. This area will be kept locked and a key provided to the Festival person in charge.
6. Festival shall provide any sound equipment that they may need.
7. Festival Committee shall enforce any/all rules to insure a safe and secure festival area.
8. The Festival, the operator of any amusement rides, and all food vendors shall provide a certificate of general liability insurance naming the Highland Parks & Recreation Department (or Town of Highland) as "co-insured."
9. Festival Committee shall provide all night security each evening that any food or craft booth is set-up in the park.
10. All advertising for the festival shall specify that dogs and bicycles will not be allowed on the park grounds during the festival. Metal signs (minimum 4 provided by Town) shall be placed in the park showing "NO dogs or bikes allowed in park during festival."
11. All equipment and facility needs requested of the parks & recreation department shall be made two (2) weeks in advance.
12. Festival committee shall submit a written request to hold the festival, including the hours of operation, to the Parks & Recreation Board a minimum of three (3) months in advance.
13. No set up of rides, booths, or trailers may take place prior to 48-72 hours before the designated start of the festival. Committee agrees to expel any violators from the grounds.
14. Festival Committee shall secure sufficient portable restrooms and hand washing stations and insure that they are inspected hourly during all festival hours of operation. They are to be setup so that delivery truck does not leave paved area.
15. No setup of booths/trailers/etc. shall take place during the official festival hours.
16. Festival shall be responsible for trash and litter removal from the park and washing down all picnic tables each day prior to the official festival hours. The festival shall also insure that litter is picked up during the official festival hours.
17. All signs from exhibitors or food booths must be attached to the booth.
18. Festival Committee shall be responsible to insure that NO vehicles are allowed on the park grounds except amusement rides and food trailers. Amusement ride operators may not park private cars or trucks on the park grounds.
19. The Festival Committee shall insure that the Festival rules include "No parking" area on 5th street shall be used as a drop-off location only. Cars shall be in this area for no more than 20 minutes.
20. Grease and charcoal shall be placed in containers (after cooling) and then placed in the marked barrels.
21. No generators will be allowed in booths or trailers (except amusement rides which shall insure that the equipment is properly secured).
22. Fire and Health Department rules and regulations shall be included in the Festival Information.
23. Festival Committee shall be responsible for parking lot security and for providing adequate handicap parking.
24. Festival committee shall install a minimum of seven (7) temporary lights (each at different locations) throughout the food and craft area so that walking areas are illuminated.
25. Festival Committee shall insure that all electrical systems shall not be overloaded. Specific amperage limits must be placed on each booth and inspected by qualified persons each evening during festival hours.
26. Festival Committee shall insure that any electrical hook-ups directly into the electrical systems must be made by a properly licensed electrician.
27. Food trailers are to be limited to 40amp of service per trailer space. All trailers must have a minimum of 150' extension cord of sufficient size for amperage.
28. No cords (electrical, water) may be left in walking area.
29. The Festival Committee agrees to remove any vendor that does not conform with these regulations.
30. The festival sponsor shall provide security to be present during the festival.
31. Booths may sell only from one side of the space.
32. The Festival Committee will contact the neighboring churches and arrange for the use of their parking areas.
33. Dunk tanks must be set up in a manner to restrict any chance of the public or private property being hit by a ball.
34. Insulation shall be placed under cooking heat that is within two feet of the ground to protect the grass from burning. Boiling water shall not be poured on the ground.
35. Political candidate signs are not to be allowed.
36. No games of chance are allowed.(Games involving "skill" are permitted).
37. Each food booth must have a 40lb BC fire extinguisher.
38. All tarps that cover booths with cooking or lighting must be made of non-flammable materials and must have a label on the tarp from the manufacturer stating that it is non-flammable.
39. LP Gas containers must be installed & maintained in approved manner.
40. All Town & Park Ordinances not described herein, shall be enforced.