

Carroll Community Festival 2019 – Due 8/1/2019
Vendor Contract and Rules/Regulations

Event Dates: Friday, August 16 and Saturday, August 17
Food Truck/Trailer = \$150; Sales/Cottage or Farm Market/Information = \$50;
Non-Profit = Free

Organization/Business Name: _____

Applicant's Name: _____

Address: _____

City: _____ **State:** _____ **Zip code** _____

Telephone: _____ / **E-mail:** _____

Booth Type (circle): Food / Information / Craft / Farm Market / Other

Vendor: 12 X 12 approx. space. Food: one truck/trailer

Note: Price subject to increase or may double depending upon space size need

Food Truck/Trailer Space Request: _____

Food Truck Electrical Needs – Must include Amperage and Equipment list:

Detailed Description of Menu Items/Content:

Deadlines for Arrival and Deliveries:

Set-up: Friday, Aug. 16th between 8:00 am – 3:30 pm*

Arrivals or deliveries past 3:30 pm will NOT be permitted past barricades and will require your manual transport into the event area. Please plan accordingly.

Optional for Food Vendors Only: Thurs., Aug. 15th from 6:30-8:30 pm (no security)

Event Hours:

- Friday from 4:30 pm until 9:00 pm. *Overnight security provided.*
- Saturday from 11:00 am until 9:00 pm (resumes after parade)

Vendor Parking: Please fully unload then move vehicle to Canal Basin Park.
Absolutely no parking in general event area or business parking lots.

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Vendor Rules and Regulations:

- Must participate entire both event dates/times. No early tear-downs.
- Must comply with local health regulations, electrical and fire codes.
- Must possess current, valid sales/food licensure and liability insurance.
- Vendors are responsible for own collection of sales tax.
- Contract cannot undergo sub-lease, transfer or sale.
- Cannot alter/change menu list per Description section of form.
- Must provide own equipment. This includes, but not limited to, canopies, tables, chairs, utensils, tents, lighting, hoses/connectors, extension cords.
- Recommended: Sandbags for canopies due to potential for street assignment and/or inclement weather risk, as we are an outdoor event.
- Area assigned upon arrival per Vendor Coordinator and is permanent.
- Electrical hook-up via appropriate adaptor. No hotwire/piggyback.
- No illegal substances permitted. No inappropriate conduct or attire.
- Area to remain neat/tidy at all times. Trash disposal in proper receptacles.
- ‘Gray water’ disposed in the receptacle next to village office, only.
- No refund after August 1st (rain or shine; exception is event cancellation).
- Village of Carroll/Event Coordinators not responsible for injuries, accidents, inclement weather, lost/stolen/damaged items, factors beyond control.
- First come, first served. No duplicate vendors considered.
- Vendors caught moving barricades and/or driving vehicles into the event area after 3:30 pm will not be permitted to return for future events.

Signature indicates commitment to participate and agreement to event liability disclaimer, rules, regulations, and licensure/ insurance requirements.

Vendor Signature: _____ **Date:** _____

Form Submission, Payment, and Silent Auction Item due before August 1st:

- Completed and Signed Vendor Form – *retain a copy for your records*
- Payment in full - *check payable to “Carroll Community Festival”*
- Donated item(s) – *due at time of contract/payment submission**
(contract will be returned if sections incomplete)

Photocopy or screenshot this entire document for future reference

Deliver to: June Queen, 4880 Carnes Road, Carroll, 43112 ~ OR ~

*Carroll Municipal Office, 68 Center Street, Carroll, 43112 – M-TH / 10:00 am to 4:00 pm