



## 2020 Food Vendor Application / Contract

### Lower Town Arts & Music Festival

Contact: Merle Paschedag 270-816-3888

**VENDOR'S NAME:** \_\_\_\_\_

Owner, Authorizing Agent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I, \_\_\_\_\_, agree to participate in the 2020 Lower Town Arts & Music Festival. As a participant, I agree to the following:

1. I have read and understand all the rules and guidelines pertaining to this agreement.
2. I will set up my booth between noon on Thursday May 14, 2020 and no later than 10 am on Friday May 15, 2020. Streets will be closed to all set-up traffic
3. I will be ready to open/operate for business by 2pm Friday May 15, 2020.
4. I will be open during **all** festival hours, even if I run out of food.
5. I will not begin my breakdown before 10pm on Saturday, May 16th. I can also choose to breakdown on Sunday morning (May 17th).
6. I will ensure my space will be vacated and cleaned by noon on Sunday May 17th.
7. I will only serve what the festival has approved from the food items listed, unless authorized in writing by the festival vendor coordinator.
8. I will offer bottled water as one of my beverage choices.
9. I will buy all my booth's ice and bottled water from the festival.

#### **Festival Hours this year are:**

Friday, May 15, 3:00pm - 10:30pm

Saturday, May 16, 10:00am-10:30pm

Sunday, May 17, breakdown and clean up, 8am-1 pm.

**Application Deadline: January 15, 2020**

**Notifications by February 15, 2020.**

Food Items you will offer:

Approved (YES / NO)

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Have additional items? Please attach your menu!

ONLY FOOD LISTED ON THIS FORM MAY BE SOLD AT THE FESTIVAL.

PLEASE NOTE: All ice and bottled water must be purchased through the Lower Town Arts & Music Festival, the sole distributor of bottled water. Lower Town Arts & Music Festival will set the price of the bottled water for all vendors at the festival.

**FOOD VENDOR FEES:**

Booth (10' X 10' @ \$200 or 10' X 20' @ \$275), includes 110 electricity and (hose bib) water. There will also be a fully refundable compliance deposit of \$200 for each vendor. **This deposit will be MAILED after the festival** when vendors leave their spaces clean and free of all debris by noon Sunday, (May 17, 2020) and remained open/attended for all the contracted festival hours. Vendors who clean up and leave after 10:30 pm Saturday should call Merle Paschedag Sunday morning to verify that their space satisfied the clean-up requirements. Once verified, you will have your cleaning deposit mailed to the address on your application.

Booth space needed: Trailer \_\_\_ Tent \_\_\_ Truck \_\_\_  
Circle the requested space size and quantity:

(10' X 10') 1 ( 10' X 20') 1 or 2

Total booth fees: \$\_\_\_\_\_ Please make check payable to LTAMF, thank you!

**\*PLEASE NOTE: your trailer/tent/truck must stay within your requested sized space. If you purchase 20 feet of space, you will not be able to fit a truck that is longer than 20 feet.** Thank you.

**LICENSURE AND HEALTH REQUIREMENTS:**

All food vendors must have a current Paducah business license to operate during the festival. In addition, all food vendors will be inspected by Department of Health for safe food handling requirements and obtain a temporary food permit. The cost is \$50 at time of inspection.

**BOOTH SET-UP:**

- All food vendors are responsible for providing their own tents, **tent weights**, awnings, cooking equipment, grills, etc.
- Electricity and water will be provided by the Festival as part of your booth fee, but vendors will need to provide their own lighting since lights will be necessary to your operation after sunset.
- Please bring at least 50' extension cords that are 12 gauge with ground.
- All vendors must have a banner or large signage with the name of your restaurant/organization prominently displayed on your tent or booth. The sign should be at least 5' in length and 2' in width but no larger than 20' X 5'. Signs should be printed professionally. Signage will help the public know who you are and lend a professional quality to your booth. Banners and signs can be obtained through several sign and graphic companies in and around Paducah.

**END OF FESTIVAL CLEAN-UP:**

We are requiring a booth deposit. Your team must clean up your booth space and surrounding area at the end of the festival (at time of breakdown). Remember that you and your team can not break down before the end of the festival! Remember, deposit refunds will be mailed to you AFTER the festival is over. The festival ends at 10:30pm on Saturday and, if you choose to breakdown Saturday AFTER the festival closes, we will check your space Sunday morning. We want to leave the neighborhood as lovely as when we arrived! Plentiful and convenient trash receptacles will be available in order to assist you in this effort and our volunteers and neighbor hosts really appreciate your thoughtfulness.

**RELEASE:**

The undersigned does hereby discharge, release, and hold harmless, the Yeiser Art Center, their staff, all sponsoring organizations, and all Paducah citizens, businesses, and organizations from any or all manner or actions, suits, damages, or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned and/or persons who are assisting, while in possession or under the supervision of the Yeiser Art Center. Hereby consent to the enforcement of all the rules and regulations. The contract is non-cancelable after March 15, 2020. This contract is non-transferable.

Please send check and signed contract to:

LTAMF, (Lower Town Arts & Music Festival)  
Yeiser Art Center  
200 Broadway St  
Paducah, KY 42001

Signature: \_\_\_\_\_

Date: \_\_\_\_\_