

**Food Vendor Rules, Regulations & Application**  
**Green River Lake 50<sup>th</sup> Anniversary Celebration**  
**June 15, 2019 – 10 am to 5 pm EDT**

**Selection Process:**

The Friends of Green River Lake (FGRL) has a committee that takes an active role in the selection of all food vendors participating in this event. The committee will choose vendors based on the types of foods offered, the quality of the food, and the vendor's experience with selling food at this type of event. Our goal is to have a balance and variety of high quality foods offered to the public.

**Quality of Presentation and What FGRL Provides:**

We require that all participating food vendors have a professional presentation. Included in your application fee for this event will be one 10ft x 10ft booth space. If you need more space, you can rent two adjacent 10ft x 10ft spaces for a total of 10ft x 20ft. You are required to provide everything else for your set-up. We do not provide electricity. If you need power, you will be required to supply your own SILENT generator. Your signage and banners need to be clean and professional looking. When submitting this application, we ask that you send in two photographs of your booth set-up. The look of your booth and your unique menu is very important to the committee and is a factor in the selection process.

**Menu Choices:**

Please fill out your top four specialty menu choices on your application. We will allow all food vendors to serve hamburgers and hotdogs as a common menu item. We will do our best to give selected vendors their first four choices, but this cannot be guaranteed. We do not want to have numerous vendors selling the same items.

**Beverage Policy:**

Food vendors may sell non-alcoholic beverages from their booth. Common beverage items to all food vendors would be sodas and bottled water.

**Insurance & Tax ID Number Requirements:**

All food vendors participating in this event must have \$500,000 of liability insurance. Upon acceptance, you will be required to name Friends of Green River Lake as an additional insured. We must receive your certificate of insurance by May 15<sup>th</sup>, 2019. In addition, all applicants must provide us your current sales tax ID number.

**Application Deadline and Notification of Acceptance:**

The application deadline is April 29<sup>th</sup>, 2019. Please send your completed application along with two photographs of your booth set-up and signage to: **USACE, ATTN: Friends of Green River Lake, 544 Lake Road, Campbellsville, KY 42718**. THIS IS ONLY AN APPLICATION; FILLING OUT THIS APPLICATION DOES NOT GUARANTEE ACCEPTANCE. Please do not send in your booth fee with your application. You will be notified of acceptance by May 3<sup>rd</sup>, 2019, and deadline for fee payment and insurance verification will be May 15<sup>th</sup>, 2019. All payments will be made out to: **Friends of Green River Lake, Inc.** and mailed as indicated above.

**Additional Information:**

- You must be approved by the Taylor County Health Department.
- Vendor is responsible for his/her own Sales Tax to the State of Kentucky – 6%

Any related fees or taxes are your sole responsibility. Once you have been approved, it will be your responsibility to contact the Health Department.

**Booth Fees:**

One 10ft x 10ft space is \$50. If a 10ft x 20ft space is needed, this will be \$100. The booth fee must be received by May 15<sup>th</sup>, 2019. The booth space and booth fee are non-transferable—Vendors, whether they are present or not, cannot offer/transfer their assigned spaces to another vendor. If a vendor cancels within two weeks of the event, there will be no refunds.

**Booth Set-Up/Breakdown:**

Upon approval of your application, you will be assigned a booth location. The event area will be open for booth set-up on June 14 from 5 pm to 9 pm EDT or on June 15 from 5 am to 9 am EDT. Please note security will not be provided overnight June 14-15. Breakdown will not begin before 5 pm on June 15. The area will remain open for breakdown until 9 pm EDT.

**Parking:**

Please do not leave your vehicle attached to your booth. There is adequate parking at the event.

**EVENT WILL BE HELD RAIN OR SHINE!!!**

**Food Vendor Application**  
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**June 15, 2019**

Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address 1 \_\_\_\_\_  
 Address 2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Website \_\_\_\_\_  
 Tax ID# \_\_\_\_\_

**References:**

Event Name	Year	Phone # to Organizer

**Please fill out your top four menu choices and two additional choices should a vendor with seniority already claim that menu choice.**

I will be serving Hamburgers:  Yes  No  
 I will be serving Hot Dogs:  Yes  No

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

I have read and fully understand all rules and regulations pertaining to the Friends of Green Lake's 50<sup>th</sup> Anniversary event for June 15, 2019 and agree to abide by them completely if I am accepted. All items sold by me and my company have been approved by the Friends of Green River Lake committee and I agree not to sell anything other than what was approved. In addition, in consideration of the acceptance of my application, I for myself and my assignees do hereby release and discharge all event sponsors and those assisting with the event for all claims of damages, demands of actions arising or growing out of my participation in this event. Further, I grant permission to the Friends of Green River Lake, Inc. to use any photographs, motion pictures, recordings or any other record of the event as they deem necessary and appropriate for documentary or promotional purposes.

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

For Committee Use Only	
Date Application Received: _____	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Booth Fee Received : _____	Booth Assigned: _____
Specialty Items Approved: By: _____	
1. _____ 2. _____ 3. _____ 4. _____	