

**LEXINGTON PARKS & RECREATION  
2016 FESTIVAL LATINO DE LEXINGTON  
CONCESSION VENDOR APPLICATION AND AGREEMENT**

**Please note:** Acceptance is not guaranteed. The purpose of the Festival Latino de Lexington is to showcase and celebrate the Latino culture. Therefore, we will accept only food vendors that represent Latin American cuisine. In addition, every effort is made to showcase the diversity of Latin American foods. We want as many country's cuisines as possible to be represented. Given our space and electrical limitations, all applicants will be presented to a selection committee for approval.

**Event Dates & Times:** Friday, September 16 (5 – 11 pm) and Saturday, September 17 (4 – 11 pm)

**Application Deadline:** Friday, August 29, 2016

**Application Fee:** \$25 (check or money order) Booths fees are paid to FLACA and deemed fully earned upon payment and no refunds will be made. This is a rain or shine event.

**Booth Fee:** 10'x10'=\$400, 10'x20'=\$800

**Sponsorships:** In addition to the food booth fee, food vendors also have the opportunity to become a sponsor of the event. Sponsorship packages range from \$1,000 - \$10,000 and include promotions leading up to and during the event. If you are interested in becoming a sponsor in addition to a food vendor, please request a sponsorship brochure.

**Cleaning Deposit:** **\$250 (MUST be written as a SEPARATE check to Lexington Parks & Recreation and due with this agreement )** The \$250 Cleaning Deposit will not be deposited, but will be refunded at the end of the festival following a booth inspection by Parks staff to verify that the designated space has been left in the same condition it was found.

**Vendor Fees: Three (3) checks - application fee (\$25 to FLACA), booth fee (to FLACA) and cleaning deposit (\$250.00 to Lexington Parks and Recreation)**

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. (Mandatory – No Exceptions!)

**Booth Layout:** Please attach a diagram of your booth 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:**

Each vendor must maintain a comprehensive general liability 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 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, STE. 1041, Lexington, KY 40507) for review and compliance. **A Declaration Page will not substitute for a Certificate of Insurance.**

**For Office Use Only:**

Current Certificate of Insurance received  Current Certificate of Insurance not received

Lexington-Fayette Urban County Government will provide: electricity 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. **NOTE: This is an exclusive PEPSI festival. Vendors must serve PEPSI brand fountain drinks ONLY. Only PEPSI brand bottled drinks are permitted. This excludes "homemade" drinks such as tea and lemonade.**
4. Vendor may only place signage on their tent or trailer and in no other location and the vendor must provide all signage. Since PEPSI products are the sole soft drinks of the Festival Latino de Lexington, (including water, juice, etc.) vendors must cover any other beverage company's logos and wording that may be displayed on or around their booth.
5. Vendor employees will be neat, clean and maintain a positive friendly attitude with the public.
6. 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.
7. Vendor must contact the Lexington Health Department Environmental Health & Consumer Affairs Division to receive and complete forms required for operation. Copies of these forms must be on hand during the event.
8. Vendors must set up a hand washing station before they begin food preparation.

**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.

9. 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.
10. Location assignments will be determined by the Festival Committee.
11. You have requested and paid for the specific booth size stated in the accompanying letter. **The size of booths will be strictly enforced; no additional space will be permitted. Booth location determined by event organizers and is non-negotiable.**

In consideration of being permitted to take part in the 2015 Festival Latino de Lexington the participant hereby releases, absolves, indemnifies, holds harmless and waives all claims against the Lexington-Fayette Urban County Government, The Division of Parks and Recreation, FLACA, and their employees for any losses or injuries of any kind whatsoever arising out of the operation of the food vendors booth or business.

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Vendor Signature

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Date

**Return contract with additional forms and final payment by Friday, August 26th, 2015:**

LFUCG Division of Parks and Recreation  
Attention: Amber Luallen  
Carver Center  
522 Patterson Street  
Lexington, KY 40508

If you have any questions or concerns please contact Amber Luallen at 859-288-2925 or email at Sarah Flora sflora@lexingtonky.gov.

Office use only:	Date Received		Amt. Paid		Check#	
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**ADDENDUM 1**  
**2016 FESTIVAL LATINO DE LEXINGTON**  
**CONCESSION ELECTRICAL NEEDS**

**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. No additional accommodations will be made.

Name of food unit: \_\_\_\_\_

Do you need electricity?    Yes     No

If yes, please complete the following information:

Please list all of the items you will be using that will require electricity (i.e. lights, warmers, freezers, etc.):

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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? \_\_\_\_\_

110 volts: How many appliances will you be using? (Please list)

220 volts: How many appliances will you be using? (Please list)

**Please check boxes to ensure you have completed and enclosed all required material:**

- Completed Application/Agreement & Addendum 1
- Certificate of Insurance (Declarations will not be accepted)
- Menu with prices
- Diagram of unit showing dimensions, layout of booth, serving windows, electric boxes, etc.
- \$25 Application Fee - made payable to FLACA
- Booth Fee - made payable to FLACA
- \$250 Cleaning Deposit - made payable to Lexington Parks and Recreation