

**2018 Big Band & Jazz  
CONCESSION VENDOR APPLICATION AND AGREEMENT**

**Please note: We do have one rain date scheduled, but if there is more than one rainout, *vendor fees will not be refunded.***

**Event Dates:** Every Tuesday May 15<sup>th</sup>-August 28<sup>th</sup> (No July 3rd)  
**Event Location:** Moondance & Ecton Park, Lexington  
**Earliest Time for Set-Up:** 5 p.m.  
**Time set-up must be complete:** 6:45 p.m.  
**Earliest time for breakdown:** Immediately following end of performance

**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. The Division of Parks and Recreation makes every effort to eliminate excessive redundancy among the food offerings and reserves the right to restrict certain menu items. Please indicate with an asterisk (\*) menu items that are primary or essential products.

**BOOTH PHOTO/LAYOUT:**

Please attach at least 1 photo of your booth and/or a diagram of your unit 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:**

The applicant and/or each vendor must maintain a comprehensive general liability insurance 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's 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, Suite 1041, Lexington, KY 40507) for review and compliance. **A Declaration Page will not substitute for a COI.**

**VENDOR FEES**

**\$500 for all nights of Big Band & Jazz 2018**

**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. Therefore, all bottled drink products must be PEPSI products. This includes all soft drinks, tea, juices and water (Aquafina or Nu Rane.) Vendors must also serve PEPSI product fountain drinks **ONLY**. This excludes "homemade" drinks such as tea and lemonade. **In addition, the sales of bottled, non-PEPSI "specialty" drinks such as Ale-8-1 are prohibited.**
4. We want to eliminate competitive and unfair pricing between our vendors. Therefore, all bottled drink products (16 oz or 20 ounce PEPSI products) must be sold, regardless of size for \$2 each.
5. Vendor employees will be neat, clean and maintain a positive friendly attitude with the public.
6. 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 Division of Lexington Parks and Recreation, (including water, juice, etc.) vendors must cover any other beverage company's logos and wording that may be displayed on or around their booth.
7. 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.
8. Vendor must contact the Lexington Health Department Environmental Health & Consumer Affairs Division to receive and complete forms required for operation prior to the set-up for the event. Copies of these forms must be on hand during the event.

#### **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 Skip Castleman, Health Environmentalist with the Lexington-Fayette County Health Department, 231-9791.

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 Parks staff based on the following criteria:
  - (a) Availability of appropriate power source.
  - (b) Order of receipt of complete application packet.
  - (c) Prior years' location assignment.
  - (d) Ability to offer patrons a variety of food items.

#### **INDEMNIFICATION:**

In consideration of being permitted to take part in Big Band & Jazz 2018 the applicant agrees to indemnify, defend and hold harmless the Lexington-Fayette Urban County Government, employees and agents, from all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with, the performance of this agreement, activities associated with the event or arising out of Applicant's use of the facility, excepting however, all such claims, liabilities, losses, damages, expenses, accidents and occurrences caused by LFUCG's sole negligence or willful misconduct.

Vendor acknowledges that The Lexington Urban County Government is not responsible for any personal injury, damage, or loss to vendor, vendor's merchandise or vendor's personal property at any time during the festival.

This agreement is entered into, by and between the Lexington Urban County Government and the vendor named below.

\_\_\_\_\_  
**Vendor Signature**

\_\_\_\_\_  
**Date**

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

- Completed application
- Menu w/ pricing
- Booth Photo/Diagram
- Certificate of Insurance
- Addendum 1 – Electrical Requirements
- TOTAL ENCLOSED** \_\_\_\_\_

**Return contract with additional forms and final payment to:  
Lexington Parks and Recreation  
Attention: Michelle Franzetti  
545 North Upper St.  
Lexington, KY 40508**

**If you have any questions or concerns please contact Michelle Franzetti at 859-288-2927 or email at [mfranzetti@lexingtonky.gov](mailto:mfranzetti@lexingtonky.gov).**

<b>Office Use Only:</b>	<b>Date Received</b>		<b>Amount Paid</b>		<b>Check #</b>	
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**ADDENDUM 1  
2018 Big Band & Jazz  
FOOD VENDOR ELECTRICAL NEEDS**

**PLEASE 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 **ONLY!** No additional accommodations will be made.

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

Do you need electricity?    Yes     No

If yes, please complete the following information:

Please provide a detailed list of everything that you will be using that will require electricity:

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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? \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date