

**LEXINGTON PARKS & RECREATION
2023 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 22 (5 – 11 pm) and Saturday, September 23rd (4 – 11 pm)

Application Deadline: **Friday, September 8th, 2023 - Once accepted, all payments and paperwork by September 19**

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

Booth Fee: 10'x10'=\$424, 10'x20'=\$848. 10'x30'=\$1,272

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 (\$26.50 to Lexington Parks & Recreation), booth fee (to Lexington Parks and Recreation) and cleaning deposit (\$250.00 to Lexington Parks and Recreation) \$26.50 is accepted at time of application. All other payments are accepted after approval for entry into the event.

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 the item's country of origin or and price.**

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. Vendor employees will be neat, clean and maintain a positive friendly attitude with the public.
4. 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.
5. 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.
6. 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. Any questions concerning these issues should be directed to, Health Environmentalist with the Lexington-Fayette County Health Department, 231-9791, ext. 241.

7. 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.
8. Location assignments will be determined by the Festival Committee.
9. 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 2023 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.

Vendor Signature

Date

If accepted, return contract with additional forms and final payment by Wednesday, September 19, 2023:

LFUCG Division of Parks and Recreation
Attention: Jessica Piersol/Festival Latino
Artworks at Carver School
522 Patterson St.
Lexington, KY 40508

If you have any questions or concerns please contact Jess Piersol at jpiersol@lexingtonky.gov
Habla español si necesitas ayuda. ¡Gracias!

Office use only:	Date Received		Amt. Paid		Check#	
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ADDENDUM 1

2023 FESTIVAL LATINO DE LEXINGTON

CONCESSION ELECTRICAL NEEDS

Note: The information provided below will be used to determine your booth placement. You will be provided with the power and hookups according to the specifications you provide here. No additional accommodations can be made.

Name of food unit: _____

Do you need electricity? Yes No (Please Circle)

Please check all items/appliances that require electricity that will be used:
(i.e. lights, warmers, freezers, etc.):

- ☐ Cash register
- ☐ Lights
- ☐ Freezer/fridge
- ☐ Crock pots

- ☐ Hotplates
- ☐ Warming tables
- ☐ Fan
- ☐ Other (describe): _____

Amperage requested: _____ Do you need 240 volts? _____

Note: Examples of amperage pull: crockpot 10 amps + fan 3 amps + 2nd crockpot 10 amps = 23 amps

In other words, if you request 20 amps and use all these items you will throw the breaker.

Do you have a panel box? Yes ☐ No ☐ If so, box voltage: 110 volts 220 volts
120 volts 240 volts

How many amps are in the panel box? _____

Is the unit direct wired? Yes ☐ No ☐ How long is the direct wired cord? _____

If you use a Twist Lock Plug, how long is the cord (in ft.)? _____



Is your food unit power connected via a 3 Prong Universal Plug?
(Please refer to image example)



If you use a Universal 3 Prong Plug, how long is the cord (in ft.)? _____

If yes for direct wired, how long is the cord? _____

***Please Note: Placement is determine by cord length. Booths with cords less than 100' in length will be placed closest to the power supply.**

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.
- ☐ \$26.50 Application Fee - made payable to Lexington Parks and Recreation
- ☐ Booth Fee - made payable to Lexington Parks and Recreation
- ☐ \$250 Cleaning Deposit – check made payable to Lexington Parks and Recreation no money orders