

TASTE OF MONTGOMERY COUNTY
on the grounds of the General Lew Wallace Study & Museum
August 29, 2009 from 12:00 to 10:00 p.m.

Rules and Regulations

1. For 2009, there will be no booth rental fee and **15%** of all vendor sales will be retained by the Lew Wallace Study Preservation Society.
2. Booth regulations are set up as follows:
 - a. Booths must be open from: **12:00 TO 9:30 PM**. The event ends at 10:00 PM.
 - b. Vendors may set up anytime after **9:00 AM**. Set-up is possible and encouraged on Friday from 10:00 AM to 7:00 PM. Please note, there is no overnight security provided.
 - c. Vendors must be ready to serve by 12:00 PM on Saturday.
 - d. Vans, trucks and all support vehicles must be off the premises by 11:30 AM on Saturday.
 - e. No vendor may tear down before 9:30 PM.
 - f. All vendors will attend a pre-event meeting at the Museum on Friday (8/28) at 5:30 PM.
 - g. All tables, tents, extensions cables, water hoses, and equipment are the vendor's responsibility.
 - h. Booth sizes are limited to 10' by 10'. Larger tents will be considered on a case by case basis but must be approved with the application.
3. Only food approved at the time of the application may be sold. Menus will be restricted to avoid duplications of specialty items. The Taste Committee will make the determination of a specialty item.
4. **All food transactions will be by ticket only**. Tickets will be sold for \$1.00, therefore food should be priced accordingly. No item will be sold for more than \$4.00. Portion sizes will be limited.
5. The Society will be charging a general admission fee of \$5.00 for adults, \$3.00 for students, 6 and under are free. This is a fundraiser for the ongoing operating and preservation costs of the General Lew Wallace Study & Museum.
6. For 2009, vendors will retain 85% of sales which will be reimbursed to the vendor. Checks will be received 3-5 business days after the event.
7. All food must be sold from the space provided for the concession. No soliciting on the grounds will be permitted.
8. Each vendor must submit with the application a list of items to be sold and the number of tickets charged for each item. During the festival, vendors must display a sign with the name of the organization, menu items and the number of tickets for which each item will be sold.
9. Tickets will be picked up at the close of the festival. Tickets will be counted by weight so please keep your tickets in a clean, dry location.
10. The Society will sell all canned/bottled sodas and bottled water. Vendors may sell specialty drinks.
11. Vendors selling alcoholic beverages will need to comply with GLWASM policy which includes proof of license and insurance. **Alcoholic beverages will be sold in an area separate from the food booths. NOTE: THIS IS A CHANGE FROM PREVIOUS YEARS.** At least two uniformed officers will be provided by the Museum. **If you are to serve alcohol you must also secure a Temporary Beer/Wine Permit (State Form 35494) from the State of Indiana.**
12. Each vendor will be responsible for keeping all trash in the large dumpster located along Elston Ave. (east side of the Museum property).
13. Empty food cartons may not be stacked outside food tents, trailers, or in trash barrels intended for the visitors. **Cooking oil will be the responsibility of the vendor--there is no place to dump oil.**
14. Each vendor must furnish its own electric cords. All 110V cords must be 3-prong grounded cords. 220V can be accommodated with advance notice. Electric hook-up is provided and included in the fee. No generators will be allowed and no last minute changes will be permitted.
15. **Only unwrapped straws are permitted!!!**
16. No one is guaranteed a specific location. Vendors will be located according to electrical and weather conditions. Water will be available for use. Ice will be sold on site day of the event.
17. **Vendors are required to provide a certificate of insurance made out to the General Lew Wallace Study & Museum/City of Crawfordsville/Parks & Recreation Dept./Lew Wallace Study Preservation Society in the amount of \$250,000. Vendors are required to send this with the application to be considered. No certificate-No participation-No exceptions! The Food Committee will review all certificates.**
18. The County Health Department requires a permit to operate in Montgomery County. The forms for the permit will be included in the letters of acceptance to the Taste. The County Health Officer will visit the grounds prior to the opening of the festival. Vendors with existing permits will need to provide a copy when asked.
19. A fire extinguisher is required in each booth by the Crawfordsville Fire Department.
20. Vendor access the day of the event is limited to the east gate (Elston Ave.). The west gate is restricted to festival-goers.
21. The Taste Committee is requiring that the registration form and insurance certificates be received by **5:00 PM July 1, 2009**. We have several vendors that want in--don't be late on your material. Incomplete information may result in a delayed or denied acceptance.

Mail all material to: Lew Wallace Study Preservation Society, PO Box 662, Crawfordsville, IN 47933