TASTE OF MONTGOMERY COUNTY
2022 VENDOR REGULATIONS & CONTRACT

I,_____, representing_____ , agree to the following guidelines regarding the Taste of Montgomery County, as presented by Lew Wallace Study Preservation Society (LWSPS):

1. For 2022, there will be no booth rental fee and 10% of all vendor sales will be retained by LWSPS. (90% for vendors)
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 any time after 8:30 AM on Saturday, August 27. Set-up is encouraged on Friday, August 26, from 8:30 AM-**7 PM** Please note: No overnight security will be 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 (8/26) at 5:30 PM.
    g. All tables, tents, extensions cables, water hoses, and equipment are the vendor's responsibility.
3. Booth size is limited to 12'x12'. Larger spaces will be considered on a case-by-case basis but must be approved with the application.
4. 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.
5. Excise has asked that those serving alcohol contact them at the District 3 office to let them know that you will be joining us at the TASTE on Saturday, August 27 as one of your Trade Show expositions for this year. It's a simple email request and they will respond with a quick email of approval. PLEASE bring a copy of that email to the TASTE. Also, please be prepared to do ID checks for age at the place of purchase.
6. At least two uniformed police officers will be provided by the Museum.
7. 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 $5.00. Portion sizes should be limited.
8. All food must be sold from the space provided for the concession. No soliciting on the grounds will be permitted.
9. 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.
10. Food Tickets will be **collected by TASTE committee members** at the close of the festival. Tickets will counted by weight so please keep your tickets in a clean, dry location.
11. The Society will sell all canned/bottled sodas and bottled water. **Vendors may not sell water, soda pop, colas.** Specialty drinks **must be** approved by the Taste committee
12. 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 at the Museum.
13. 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.
14. We are encouraging all vendors to use recyclable paper products – we want to be as environmentally friendly as possible. Please help us with this goal.
15. 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. If you can estimate the number of bags you may purchase, please let us know.

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16. **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 $240,000. 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.

17. The County Health Department requires a permit to operate in Montgomery County. Vendors with existing permits can use them – just need to have a copy of the permit displayed in your booth. The County Health Officer will visit the grounds prior to the opening of the festival. If you currently do NOT have a permit, contact either us or the Health Department for application. Everyone MUST have a permit the day of the TASTE.
18. A fire extinguisher is required in each booth by the Crawfordsville Fire Department.
19. Vendor access the day of the event is limited to the east gate (Elston Ave.). The west gate is restricted to festival-goers.
20. The Taste Committee is requiring that the registration form and insurance certificates be received by 5:00 PM August 8, 2022. We have several vendors that want in--do not be late on your material. Incomplete information may result in a delayed or denied acceptance.
21. The gate admission fee is the fund raising portion for the General Lew Wallace Study & Museum.
22. **The Vendor, including all of its owners, agents, employees, or assigns, hereby releases and waives any and all claims for personal injury, product liability, theft, breakage, or other damage, against Lew Wallace Study Preservation Society, Inc./City of Crawfordsville/ General Lew Wallace Study & Museum/Parks and Recreation Department, its agents, contractors, successors, and assigns, from or otherwise pertaining to the space and equipment rental hereunder, and Vendors expressly assume the risk of rain, wind, lightning, and other weather-related elements on the days of the Taste of Montgomery County. Lew Wallace Study Preservation Society expressly disclaims any obligation or representation related to the number of persons to be attending the Taste, or the revenue to be derived there from.**

_____ _____

Vendor Signature Vendor Name (printed)

_____

Business Name & Address

_____

Business Phone Number Contact Phone Number

Please make a copy of these rules and regulations and keep one for your files.