City of Fort Thomas
Independence Celebration
Saturday, July 4, 2015
Vendor Agreement/Booth Contract

Office Use Only

Date Received: _____

Received by: _____

Name of Organization: _____ Contact: _____

Organization's Phone: _____ Contact Phone: _____

Organization's Address: _____ Alternate Phone: _____

City/State/Zip: _____ Email: _____

PRICE PER BOOTH SPACE ..... $ 150.00 x # _____ of spaces = $ _____

- Booth prices listed above are based on one (1) space.
- 10' x 10' space, one (1) 8' x 30" table, and two (2) folding chairs.
- Additional booth spaces require an additional fee.
- Does not include Occupational Business License Fee of $50. (Contact 859-547-1850 to apply)
- Does not include the required Health Department inspection fee of $25

TYPE OF BOOTH **(see operational rules on page 2)** please check one.
We are promoting a family fun event with activities for the whole family. We encourage all booths to have one of the following;

_____ Novelty Booths (games and activities)
_____ Craft Booth
_____ Food Booth
_____ Beverage Booth

NON-PROFIT BOOTH .....SUBTRACT $ 25.00

Non-profit Id # _____ Required to receive the discount.

Is this booth a fundraiser? _____ If yes, who will benefit from the proceeds? _____

TOTAL ENCLOSED: .....$_____

Do you need electric? _____ If yes, what equipment will be used? _____

Do you need water access? _____

The following items are required and must be submitted with this contract to be consider:

1) ___ Booth Contract
2) ___ Detailed price list showing all sale/concession items
3) ___ Copy of signed Fort Thomas/Campbell County Occupational Business License application or copy of actual license
4) ___ Signed rules agreement

I (print name) _____, (print title) _____ have read and understand the rules and regulations of the City Fort Thomas Vendor Agreement. I, as a representative of the above mentioned organization, agree to enforce and follow the rules and regulations provided. I also agree to be responsible for the staff that is represented by the above mentioned organization. I confirm that all the information that I have provided is true and accurate.

_____ Date: _____

Signature of Applicant

City of Fort Thomas
Independence Celebration
Friday, July 4th, 2014
Vendor Rules & Regulations
(Food/Beverage/Novelty/Craft Booths)

Applicant must read and initial each item and then provide a signature at the bottom.

_____ All food vendors must have applications properly on file for the Northern Kentucky Health Department inspection process.
_____ Booth shall be open for business from 3:00 PM - 11:00 PM on day of Festival.
_____ **Booth set-up (NOTE: Limited access due to parade) Friday, July 4th 8am to 12noon**
_____ All vendors must provide all cooking equipment, serving utensils, dispensers, condiments, etc.
_____ All booth setup and service must fully comply with Health Department regulations.
_____ A menu must be provided to the Recreation Department by June 1, 2014.
_____ The City of Fort Thomas reserves the right to request changes to a vendors menu and to limit the amount of items offered by a vendor. The Festival does want variety in our offerings (we do not want 5 hot dog booths). But we will allow some overlap of menus between vendors.
_____ All vendors may sell non-alcoholic beverages at their own discretion. Brand choice, size of beverage, method of dispensing, and price is at the vendors discretion.
_____ Absolutely NO GLASS beverage or food containers permitted. Unbreakable items must be utilized.
_____ Vendor understands that no vehicle traffic inside the festival area will be permitted after 2:00 PM.
_____ Vendor understands that any deliveries of supplies or other items to the festival area after the festival starts must be arranged through other methods (2 wheel carts, etc.).....no vehicles.
_____ Vendor understands that a parking map will be provided in advance of the festival and must be followed.
_____ Parking in approved areas is required as other festival activities (car show, bands, etc.) will be affected.
_____ Vendors are required to manage all funds --- the City of Fort Thomas will not provide any "banking" services for making change for larger denomination bills.
_____ Vendor bears complete responsibility for set-up, management, and tear-down/clean-up of equipment.
_____ The City of Fort Thomas bears no responsibility for any damage to equipment used.

The City of Fort Thomas and the Fort Thomas Recreation Department reserves the right to refuse a proposal. We will work with agencies to the best of our ability to ensure a successful event. However, we will do so within the confines of the contracts and agreements. Respect for the rules and policies of the park and the event are expected and appreciated to achieve this goal. Failure to abide by the rules and regulations may result in the refusal of the organization to participate in this or future events.

I have read and understand all regulations and agree to abide by said regulations for the Fort Thomas Independence Day Celebration.

Signature: _____
Printed Name: _____
Name of Organization or Company:_____
Date: _____