



# Independence Day Celebration Vendor Application

Name of Organization, Company, or Business	
Vendor name(s)	
Street Address	
City, State, ZIP Code	
Cell phone number	
Email	

Do you need a booth? Yes   No	<b><u>Are you a Food Truck?</u></b> Yes   No	<b><u>Do You Need Water?</u></b> Yes   No
One booth (10x10) \$150	<b><i>What equipment will be used?</i></b>	
Two booths (20x10) \$300	<b><u>Need Electric?</u></b> Yes   No	<b><u>Type of Electric Connection</u></b>
Payment	<u>Please make checks payable to 'City of Fort Thomas'</u> <u>There is a 3% charge if using credit/debit card</u> <u>Cash is accepted</u>	
Vendor Type: Retail Food/Drink	<b><i>Products/Services:</i></b>	

**Check list of items required & must be submitted for this contract to be considered:**

1. \_\_\_\_\_ Independence Day Celebration Booth Contract
2. \_\_\_\_\_ Signed and initialed Vendor Rules and Regulations agreement
3. \_\_\_\_\_ Detailed List showing all sale/concession items
4. \_\_\_\_\_ Total Payment
5. Credit Card Information: Name on Card: \_\_\_\_\_  
 Type of Card: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Exp. No: \_\_\_\_\_ CVV: \_\_\_\_\_

**Questions?**

Please contact Sam Shelton at [sshelton@ftthomas.org](mailto:sshelton@ftthomas.org) or (859)572-1209 with any questions or comments.

Independence Day Celebration Vendor Rules and Regulations

Applicants must read and check 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.

All booth set-up and service must fully comply with Health Department Regulations.

Booth shall be open for business from 4:45-9pm n day of festival.

Booth set-up (NOTE: Limited access due to parade July 4<sup>th</sup> 8am to noon)

All vendors must provide all cooking equipment, serving utensils, dispenses, condiments, etc.

A menu must be provided by July 1.

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 (Ex: we do not want five 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 pricing is at the vendor’ discretion.

Absolutely NO GLASS beverages or food containers permitted. Unbreakable items must be utilized.

Vendor understands that no vehicle traffic inside festival area will be permitted after 4pm.

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 will be permitted.

Vendor understands that a parking map will be provided in advance of the festival and must be followed.

The City of Fort Thomas will not provide any “banking” services for making change for large 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 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 is 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 further events.

**I Have Read and understand all regulations and agree to abide by said regulations for the Fort Thomas Independence Day Celebration.**

**Signature:** \_\_\_\_\_ **Print:** \_\_\_\_\_

**Name of Organization or Company:** \_\_\_\_\_

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

**Mail checks to:**

**City of Fort Thomas c/o Sam Shelton  
130 North Fort Thomas Avenue  
Fort Thomas, KY 41075**