

SOUL FOOD FESTIVAL LOUISVILLE, KY

Fax this application to: 877-415-7258

ABSOLUTELY NO LIQUID SALES

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Please list any merchandise items that you have available:

Do you have any items to fit themed events? (I.e. The Soul Food Festival)

_____ Yes _____ No

If yes, please list what type(s)

Do you have a tent? ___ Yes ___ No

If yes, what are the dimensions?

Please list any electrical requirements:

Please list any other specific requirements:

FOOD VENDING APPLICATION

Please print, fill out and send form to the appropriate city contact above.

Which city would you like to become a vendor:

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Contact Name: _____

Phone Number/Office: _____ Home Number: _____

Cell Phone: _____ Pager: _____

Fax Number: _____ Sales Tax Number: _____

E-mail Address: _____

Menu Items

If items exceed list please attach a menu or separate sheet and put on line below see attached sheet.

Description of Items Serving Size (oz. pieces) Price per Serving

Booth Information:

(Do not fill this are out, leave blank, promoter will fill out to let you know when your load in/out time will be. Once application is approved we will fax it back to you with this information filled out.)

Date(s) and Time(s) of Event (include Load-In and Load-Out/Clean-Up)

Load-In Date: ___/___/___ Time: ___:___ M

Load-Out/Clean-Up End Date: ___/___/___ Time: ___ :___ M

Event Start Date: ___/___/___ Time: ___:___ M

Event End Date: ___/___/___ Time: ___:___ M

1. Food vendors must supply all food service equipment necessary for the operation of their respective booths. Service equipment must be in good working order.
2. Food vendors must obtain all of their supplies and sanitary eating utensils.
3. Rented tents must be clear of all soot, grease, and debris at the conclusion of the event.
4. Food vendors will be provided with one trash barrel for use within their respective tents.
5. Each participant will be responsible for providing trash bags for trash disposal.
6. The Soul Food Festival will not provide food vendors with electrical power. Equipment brought onto the site shall be in good working order. All equipment shall have an equipment ground. All equipment shall be of plug-in-type. For equipment other than 120 volt, 15, or 20 amps, the food vendor shall bring a female plug matching the plug of their equipment. After the event, the female plug will be returned to the food vendor. Soul Food Festival electricians will not make direct connections to any equipment.
7. Food vendors will supply the following information for every piece of equipment requiring electrical connection one week before the date of the event.
 - a. Voltage (e.g., 120 volts, 208 volts, 240 volts)
Watts (e.g., 900 watts, 1200 watts, 3,000 watts)
 - b. This information may be found on the manufacturer's nameplate. The Soul Food Festival doesn't supply neither extension cords nor multiple-outlet receptacles. Food vendors must provide lighting and extension cords. All electrical needs will be listed on the application. Food vendors using bottled gas must adhere to all restrictions specified by the Fire Marshall.
8. Food vendors using grease in their operation, or producing grease by-product if their operation must use grease receptacle provided. Any food vendor found dumping grease on the ground, or any other area on the event property will bear the cost and responsibility of cleaning up the grease may have caused paying for any damage.
9. The Soul Food Festival will determine the locations of each booth.
10. All food vendors must have at least one CO2 fire extinguisher in the booth at all times.
11. All food vendors must be completely set up for inspection at least 30 minutes prior to the start of the event. All vehicles at that time must be removed from the park. Failure to comply will be grounds for immediate dismissal or prohibition from future participation.
12. There will be no open fires.

General Guidelines & Information for Special Event Vending

HEALTH PERMITS

If food or drink (other than pre-packaged) will be sold or served at a festival or event, the individual vendors must obtain a Health Permit from the Louisville Metro Department of Public Health and Wellness. Permit fees do apply. The Health Permit must be obtained and submitted to the Louisville Metro Codes and Regulations Department/Permits and Licenses Division before this agency will issue the event a Special Event Permit.

Individual vendors vending in an event area:

Personal Conveyance Vendor Permit Fee

Any event vendor who wishes to vend within a festival or event boundary must obtain a **Location Permit**. For events with vendors that will be held in Metro Parks, contact the Louisville Metro Parks Department.

A Personal Conveyance Vendor Permit is required for each fixed location and mobile vendor within an event's boundaries. At a fixed location, the vending permit identification card must be posted in a conspicuous location accessible to inspectors from the Codes and Regulations Department/Permits and Licenses Division. A vendor permit identification card must be worn by each mobile-vendor during an event. Any vendor selling unpackaged food or drinks at an event must also apply for and receive permits from the Louisville Metro Department of Public Health and Wellness.

Tent or Temporary Structure Permit - If you plan to erect at least one tent or temporary structure over 200 square feet in size (if closed in) or over 400 square feet in size (if open-sided), you must submit an application to the Codes and Regulations Department/Permits and Licenses Division for a Tent or Temporary Structure Permit and attach a Certificate of Flame Resistance and Site Map, showing the location of the tent(s).

For an application or further information, contact:

Louisville Metro Codes and Regulations Department
Permits and Licenses Division
444 S. Fifth Street, Suite 101
Louisville, KY 40202
(502) 574-3321
(502) 574-5245 fax
www.louisvilleky.gov/ipl

Contact IPL

Louisville Metro Department of Public Health and Wellness
400 E. Gray Street
Louisville, KY 40202
(502) 574-6520

(502) 574-6657 fax
www.louisvilleky.gov/health

Louisville Metro Parks
Athletics/Field Rentals
(at Louisville Tennis Center in Joe Creason Park)
3783 Illinois Avenue
Louisville, KY 40213
(502) 456-8171
(502) 456-8168 fax
www.metro-parks.org

1. Food vendors who apply and are selected must meet the guidelines established by the Soul Food Festival Office of Special Events.

*Please see important disclaimer at the bottom of this page

2. Only full-service restaurants, fast food, and licensed food vendors will be considered for participation in any Soul Food Festival Special Events.

3. Vendors must adhere to all rules and regulations set forth in this document and the hosting City Ordinances.

4. All food vendors who do not have an annual license will need to apply for and purchase a temporary event license on site at the event.

5. Food vendors will be required to show proof of Comprehensive General Liability policy with liability limits \$1,000,000 per occurrence and \$1,000,000 aggregates. The Soul Food Festival must be named as additional insured on these policies. The Soul Food Festival must receive certificates of insurance with the vendor application.

6. All vendors who have three (3) or more employees must provide a copy of Workers Compensation Insurance with liability limits of \$100,000.

7. All vendors are required to show proof of Automobile Insurance on all owned or hired automobiles with liability limits of \$100,000/\$300,000 or \$500,000 CLS.

8. Participating food vendors must comply with the rules and regulations of the hosting State's Health Department and any other governmental body with jurisdiction over any Soul Food Festival event.

9. Food vendors must be identified at any Soul Food Festival special event by name used at the principal place of business.

10. Only approved food items as listed on the application may be sold. Participants may sell no items such as t-shirts, cups, aprons etc. during the event without written approval of the Soul Food Festival Coordinator.

11. No vendors may serve or sell any beverages.

12. The Special Events Director must approve any promotional items given away at the event in advance.

13. No roaming will be permitted during any event.

14. Trailers will be considered for events, please provide picture with application.

15. No items may be served in a glass container of any kind.

16. The event committee will review applications; specific foods must be listed on the application to ensure a balanced selection of menu items per vendor.

*The Soul Food Festival of Special Events recruits and registers vendors for each of our events. If someone other than the Soul Food Festival contacts you about vending at Soul Food Festival events, please be aware that he/she may be selling fraudulent vendor placements. Any vendors not registered through the Soul Food Festival will not be permitted at Soul Food Festival Special Events. Any person(s) found to be selling fraudulent vendor spots for Soul Food Festival Special Events will be prosecuted to the fullest extent of the law.

Menu Guidelines

Participants will NOT be allowed to serve/sell non-alcoholic beverages at any Soul Food Festival Special Events. The majority of food preparation should take place at the food vendor's normal place of business. Specialties should be "finished off" at the site of at the event site.

Fees & Costs

There is a flat fee to participate in any Soul Food Festival Special Events.

Participating food vendors are responsible in providing tents, chairs, tables etc.

Participating vendors who would like tents and tables provided will need to pay an additional cost. Electricity will be provided at no charge. Participants will be responsible for securing and/or paying for any special permits that may be required by the Soul Food Festival or any other governmental agency. The Soul Food Festival is looking forward to a profitable venture for all participants.

Food vendors will keep 100 percent of sales.

ELECTRICAL SERVICES

Each Vendor will have to provide their own Generators.

Electrical Permit - If your event needs electrical service for booths, cooking equipment,

lighting, sound systems, etc., you must submit an application to the Codes and Regulations Department/Permits and Licenses Division for an Electrical Permit. Electrical service at special events must be inspected and approved by the Electrical Maintenance Section of the Louisville Metro Public Works Department.

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