



2024 FESTIVAL OF THE LAKES FOOD VENDOR APPLICATION AND RULES

Event Dates: Wednesday, July 17 to Sunday, July 21, 2024

Application Deadline: Friday, April 19, 2024

Name of Applicant/Vendor:

Name of Business:

Mailing Address:

City, State, Zip:

Business Phone:

Alternate Phone:

Email:

Social Media Pages/Handles:

Indicate if you are a Licensed Hammond Business: Yes No

If incorporated/LLC are you registered with the Indiana Secretary of State? Yes No

Please list the main menu items that will be sold at your booth:

1. _____
2. _____
3. _____

- To minimize duplication, the Festival Committee reserves the right to limit items sold by vendors.
- Exclusivity of items is not guaranteed to any vendor.
- Applications will be reviewed by the Festival Committee the week of **April 22, 2024**.
- The Applicant will receive an **email** letter of acceptance with a receipt for payment or a letter of decline with payment returned on or after **May 6, 2024**.
- Applications may be denied for any reason, or no reason at all, at the sole discretion of the Festival Committee.
- All fees must be mailed with the application for consideration. Payment must be paid in the form of check only, which should be made out to the **City of Hammond**.
- Permits, licenses, and insurance are the responsibility of the vendor and copies must be provided to the Jean Shepherd Community Center Business office no later than **Friday, June 14, 2024**.

Please initial that you have read and agree to the above terms and conditions: _____

Please Indicate Your Booth Type (Circle One):

Trailer/Self-Contained Unit

Tent/Other

Do you require a High Peak Tent: Yes No

Details, if any, regarding your set-up that you'd like to let us know: _____

The size of each space is 20 feet wide x 20 feet deep for a cost of \$2,000.00.

Each additional 20 x 20 is an additional \$2,000.00.

Indicate the number of 20 x 20 areas you are requesting: x \$2,000.00 = _____

Electric:

- All booths will have access to one – 110 volt/30-amp outlet at no charge.
- To increase voltage to 220 volts there is additional fee of \$50.00.

220 Voltage Increase: Yes No

If yes is marked \$50.00 should be added to your check submitted.

- Vendors must bring their own circuit breaker if a voltage increase is requested.
- Vendors are required to supply their own electrical cords and food grade hoses.

Please initial that you have read and agree to the above pricing: _____

All checks must be made payable to:

City of Hammond

Vendors Must Obtain the Following:

- A **Temporary Food Vendor License** (copy of application enclosed) from the City of Hammond's Controllars Office: 5925 Calumet Avenue, Hammond, IN 46320 (219) 853-6324. *The fee for this license is \$25 for the entire festival. Any vendor that is also a licensed Hammond business is required to apply for the license but will not incur the \$25 fee.*
- A **Health Department Certificate** and a **Temporary Food Service Permit Application** (copy of application enclosed) from the Lake County Health Department: 2900 W. 93rd Avenue, Crown Point, IN 46307 (219) 755-3655, Contact: Sarah Anderson.

Vendor Responsibilities

Please initial all:

_____ Vendor agrees to remain open for the duration of the festival. If a vendor closes their booth prior to the end of the festival's nightly entertainment, the vendor is subject to being shut down by the Festival Committee for the remainder of the festival without a refund.

_____ All vendor employees are the responsibility of the vendor. Any problems concerning vendor employees shall subject the vendor's booth to being shut down by the Festival Committee for the remainder of the festival without a refund. Employees are required to wear a uniform (t-shirts are acceptable) to identify them as being associated with the vendor.

_____ All vendors must submit a complete list (name, address, and phone) of all employees who will be working at the Festival of the Lakes to the Food Vendor Manager, Juan Soto, at sotoj@gohammond.com no later than **June 28, 2024**.

_____ Vendor agrees and understands a limited number of vendor parking passes will be provided to each vendor and that it is the responsibility of the vendor to allocate the limited number of vendor parking passes to its employees / associates for use throughout the Festival. **VENDORS PARKED IN NON-VENDOR DESIGNATED PARKING SPOTS WILL BE TOWED AT THE VENDOR'S EXPENSE.**

_____ Vendor agrees and understands **Saturday, July 20, 2024** will be a ***ticketed show*** which will require the vendor to arrive and set up one hour earlier.

_____ In the event that a check is returned due to insufficient funds, a \$30 NSF fee will be incurred. The vendor will then be required to make payment in full (vendor registration fee + NSF fee) in person at:

**Hammond City Hall Controller's Office Suite 111
5925 Calumet Avenue
Hammond, IN 46320**

Payment must be made in the form of cash or money order and is due no later than June 14, 2024. No other forms of payment will be accepted. Non-payment, or NSF checks may result in the Festival Committee rejecting an application.



Cancellation Clause

All vendor fees are non-refundable once selected as a Festival of the Lakes vendor.

Please initial all:

_____ Vendor has read and agrees to all of the above terms of this application as a condition of participating in the Festival of the Lakes.

_____ Vendor agrees to abide by all the rules set forth in the *2024 Festival of the Lakes Vendor Rules* attached hereto, and agrees that failure to follow any of said rules shall subject the vendor's booth to being shut down by the Festival Committee for the remainder of the festival.

Signature of Vendor: _____

Printed Name: _____ **Date:** _____

Mail completed vendor application and applicable fees to:

Jean Shepherd Community Center
3031 J.F. Mahoney Drive
Hammond, IN 46323
ATTN: Juan Soto



**2024
FESTIVAL OF THE LAKES
FOOD VENDOR RULES**

PLEASE INITIAL ALL:

_____ 1. All trailers / self-contained unit vendors must load in on **Sunday, July 14, 2024** between 9:00 AM and 11:00 AM. All trailers must be in place no later than 11:00 AM.

_____ 2. Tents must load in on **Monday, July 15th, 2024** between 6:00 AM and 2:00PM.

_____ 3. All vendor vehicles must be off the premises one hour prior to the festival's opening.

Festival Dates/Times are as follows:

- Wednesday, July 17 – 5:00 PM to 1 hour after end of concert (approximately 11:30 PM)
- Thursday, July 18 – 5:00 PM to 1 hour after end of concert (approximately 11:30 PM)
- Friday, July 19 – 5:00 PM to 1 hour after end of concert (approximately 11:30 PM)
- Saturday, July 20 – Noon to 1 hour after end of concert (approximately 11:30 PM)
- Sunday, July 21 – Noon to 1 hour after end of concert (approximately 11:30 PM)

_____ 4. All booths must be open for the duration of the festival. If you close prior to park closing on any night, your vendor booth will be closed for the remainder of the festival with no refunds available.

_____ 5. All vendors must have the required permits and licenses available at their location for the duration of the festival. This includes the permit from the Lake County Health Department and the license from the City of Hammond.

_____ 6. All vendors must carry liability insurance in the amount of *at least* \$500,000 per person coverage, and name the City of Hammond, the Hammond Port Authority, and the Hammond Park Department as additional insureds. Email a copy of the Certificate of Insurance to Juan Soto at sotoj@gohammond.com no later than **June 28, 2024**.

_____ 7. Booths must be clean at all times and must abide by all Lake County Health Department standards. Any garbage should be placed in front of the booth prior to leaving the park each night to ensure proper cleaning.

_____ 8. All booths must be completely cleaned at the end of the last day of the festival. Do not leave anything behind. You are responsible for all of your equipment.

_____ 9. All vendors and their employees must be presentable. Vendors and their employees must wear appropriate, clean attire that displays your company name. It is required that clean hygiene is practiced at all times. Face masks and gloves must be provided to employees by the vendor.

_____ 10. Vendors must purchase all beverages (**ONLY Pepsi products will be permitted to be sold**) and ice from the Controller's Office trailer. **Cash Only!** Additionally, these products must be sold at the pricing set by the Festival Committee.

Any vendor selling beverages not purchased from the Controller's Office trailer and/or those selling beverages at a price other than the prices set by the Festival Committee, will be shut down for the remainder of the festival without a refund. Violation of this condition will exclude the vendor from

eligibility for future City of Hammond events.

_____ 11. Vendors are prohibited from selling non-food and drink items (i.e.: t-shirts, jewelry, rain ponchos, umbrellas, etc.).

_____ 12. Vendors are not allowed any decorative lighting on booths.

_____ 13. **Due to Fire Codes, vendors are not allowed to put up additional tents.** If additional tents are needed, you must inform us in your initial application and there will be an additional charge. **Violation of this condition will exclude the vendor from eligibility for future City of Hammond events.**

_____ 14. Vendor tents, trailers or self-contained units and any/all signage may not exceed your allotted space. Promotional signage will not be allowed outside of your booth space, nor will any language be allowed in front of your booth other than the festival menu.

_____ 15. Canopy, pop-ups and make-shift coverings or awnings must be within your designated booth space.

_____ 16. All propane tanks and fire extinguishers must be properly secured and will be subject to Fire Department inspection.

_____ 17. All booths must be managed by an adult (age 21+). This person must be at the booth at all times. *Children under the age of 15 are not allowed to be in the booth area unattended nor can they work in any booth.*

_____ 18. Vendor is expressly **prohibited** from using the Festival of the Lakes logo and from creating posts, including event pages, on any social media platforms, **(including specifically a Facebook page or Facebook event page)** using the Festival of the Lakes image or likeness or using the words "Festival of the Lakes" in an event page. **Vendors are authorized to create posts on any social media platforms to advertise and share their participation as a vendor at the Festival of the Lakes.** Vendors may share official Festival of the Lakes posts on their pages as a way of promoting their business as a vendor at Festival of the Lakes. The City of Hammond reserves the right to share vendor posts on any social media platforms to advertise the Festival of the Lakes. Vendors may not post disparaging or immoral images or videos while a vendor during the Festival of the Lakes.

_____ 19. All booths are subject to inspection by the Lake County Health Department, Hammond Police Department, Hammond Fire Department, Hammond Parks Department, and other governmental units at any time. Failure to immediately comply with any order of governmental units will subject the vendor to the immediate closure of the vendor booth for the remainder of the Festival of the Lakes without a refund.

Signature of Vendor: _____

Printed Name: _____ **Date:** _____

Please sign and return these Vendor Rules with your application.

Retain a Copy for your records.