



APPLICATION FOR VENDOR PERMIT

PLEASE MAKE CHECKS PAYABLE TO: **City of Lawrence – 4th of July**
FESTIVAL LOCATION: Lawrence Community Park: 5301 Franklin Road, Lawrence, IN 46226

FEE IS NON-REFUNDABLE OR TRANSFERABLE.

The Lawrence Festival Committee will allow you to sell and/or promote your business/food upon the acceptance of your application. You are required to obtain and present the appropriate Marion County Health permits and requirements. No refunds will be given for failure to comply with MCHD OR ATC directives. Open flame vendors are required to have fire extinguisher on their site.

BOOTH HOURS ARE AS FOLLOWS: *PLEASE NOTE THERE IS NO DAY-BY-DAY RENTAL*****

Friday, July 1st, Saturday, July 2nd, Sunday, July 3rd and Monday, July 4th ;11a.m.-11p.m.
Set up on Thursday begins at Noon. You MUST be set up and all delivery vehicles moved by 11 a.m. on Friday.

BOOTH SPACES ARE 10FT. X 10FT. AND ARE CLEARLY MARKED – YOU WILL BE ASSIGNED A BOOTH ONCE ALL ENTRIES HAVE BEEN REVIEWED AND APPROVED BY THE COMMITTEE.

BOOTH COST: (this is for all 4 days) Please Circle:

General Sales: \$100
Informational (Promotional – No Sales): \$50

Not-for-Profit (Must provide tax exempt cert.): \$25

ADDITIONAL FEES: Please Circle:

ELECTRICAL: \$100 for 110 amps - \$200 for 220 amps (Electricity is limited)
WATER: \$50.00

Electricity is limited. Notification will be issued once the Committee has approved electrical applications.
A CITY ELECTRICIAN WILL BE ON HAND OPENING DAY FOR INSPECTIONS, AND /OR ASSISTANCE.

PAYMENT AT TIME OF APPLICATION BY CERTIFIED CHECK OR MONEY ORDER ONLY, MADE OUT TO: CITY OF LAWRENCE – 4TH OF JULY

Mail application & check to: City of Lawrence, 9001 E 59th St. Suite301, Lawrence, IN 46216

Festival Sponsors will receive priority on booth location.

REMEMBER: ALTHOUGH TRASH RECEPTACLES WILL BE PROVIDED AND TRASH IN CONTAINERS WILL BE REMOVED, YOU ARE RESPONSIBLE TO CLEAN YOUR AREA AT DAYS END. WE STRONGLY ENCOURAGE RECYCLING!
APPLICANTS MUST PRESENT LIABILITY INSURANCE CERTIFICATES WITH APPLICATION FORM AND PAYMENT.

For questions, contact: Kim Spiker, Vendor Committee Member, 317.545.6191 or kspiker@cityoflawrence.org.

Applications must be submitted by Wednesday, June 1, 2011 for approval by the Committee. Applications received after June 1, 2011 will not receive priority approval and will be reviewed on a case by case basis.

PLEASE PRINT CLEARLY

EXCLUSIVE ITEMS WILL ONLY APPLY TO CONTRACTED CARNIVAL
(SEE SPECIFIC ITEMS LISTED BELOW)

ALCOHOLIC BEVERAGES MUST BE PRE-APPROVED AND A COPY OF ATC PERMIT ON SITE.

NAME OF GROUP/BUSINESS: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

LIST ITEMS TO BE SOLD AT FESTIVAL: _____

Corn dogs, candy apples, caramel apples, elephant ears and funnel cakes are exclusive to contracted Carnival Only.

PLEASE INDICATE NUMBER OF SPACES REQUIRED AND ELECTRICAL NEEDS:

10 x 10 SPACE(S): _____ **ELECTRICAL NEEDS:** 110 amps 220 amps (Limited)

WATER NEEDED: yes no

NO PERSONAL LOUD GENERATORS AND/OR AIR COMPRESSORS WILL BE ALLOWED WITHOUT PRIOR CONSENT OF FESTIVAL COMMITTEE. SPECIAL REQUESTS WILL BE CONSIDERED ON A CASE BY CASE BASIS AND MUST BE SUBMITTED WITH THIS FORM PRIOR TO EVENT.

Please read, sign and submit this form with application and payment. Failure to do so will result in denial of application. Additional questions must be sent in with applications for consideration by the committee. Following decision, you will be contacted by the appropriate member.

Electricity and water availability are limited at festival site. Applicants are required to provide for their own electrical needs, once the limited locations with electricity are filled. Applicants will be notified if selected for a full-service location. Applicants selected for a full-service location are required to bring a minimum of 200 feet of sanitary water hose and electrical service cord.

The City of Lawrence Parks & Recreation shall not be liable for any loss or damage to any property resulting from theft thereof or otherwise occasioned wholly or in part of any acts or omissions of its employees or agents in any manner whatsoever.

The City of Lawrence Department of Parks and Recreations reserve the right to limit and/or remove vendor products which may be deemed offensive for viewing or sale at all community sponsored events.

If additional information is available, please forward it along with application.

Affirmation of Party Responsible

Printed Name _____

Signature _____

DO NOT MARK IN BOXES – OFFICE USE ONLY

AMOUNT IN TOTAL PAID \$ _____ APPROVED DENIED