



## 2021 APPLICATION FOR VENDOR PERMIT

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

### **FEE IS NON-REFUNDABLE AND PERMIT IS NON-TRANSFERABLE.**

The City of Lawrence 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 Public Health Department (MCPHD) permits and fulfill MCPHD requirements.

No refunds will be given for failure to comply with MCPHD or Alcohol & Tobacco Commission (ATC) directives.  
Open flame vendors are required to have fire extinguisher on their site.

### **BOOTH HOURS ARE AS FOLLOWS: \*\*\*SUNDAY, JULY 4th; 11a.m.-11p.m. \*\*\***

Set up on Sunday, July 4th, 7am – 11am. You **MUST** be set up and all delivery vehicles moved by 11 a.m. on Sunday.

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 CITY.

### **BOOTH COST: Please Circle:**

General Sales: \$100

Not-for-Profit (Must provide tax exempt cert.): Free

Informational (Promotional – No Sales): \$50

### **ADDITIONAL FEES: Please Circle:**

ELECTRICAL: \$50 for 110 amps - \$100 for 220 amps (Electricity is limited)

WATER: \$25.00 (Water is limited)

**Electricity and Water is limited. Notification will be issued once the City 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 – 4<sup>TH</sup> OF JULY**  
NO OTHER FORM OF PAYMENT WILL BE ACCEPTED.

Mail application & check to: City of Lawrence, 8950 Otis Ave., Lawrence, IN 46216  
Attn: Dina Gee or Eric Martin

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.**  
**APPLICANTS MUST PRESENT LIABILITY INSURANCE CERTIFICATES WITH APPLICATION FORM AND PAYMENT.**

For questions, contact: Dina Gee ([dgee@cityoflawrence.org](mailto:dgee@cityoflawrence.org)) or Eric Martin ([emartin@cityoflawrence.org](mailto:emartin@cityoflawrence.org)) 317-549-4815

Applications must be submitted by Friday, June 11, 2021 for approval by the City. Applications received after June 11, 2021 will not receive priority approval and will be reviewed on a case by case basis.

PLEASE PRINT CLEARLY

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

NAME OF GROUP/BUSINESS \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

SPECIFIC ITEMS: \_\_\_\_\_  
\_\_\_\_\_

Cotton Candy, caramel corn, candy apples, caramel apples, elephant ears and funnel cakes are exclusive to contracted Carnival Only

**FOOD ITEMS NOT PRE-APPROVED WILL NOT BE ALLOWED TO BE SOLD DURING EVENT.**  
THIS IS TO PROTECT EVERY VENDORS INVESTMENT AND POTENTIAL SALES.

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 THE CITY. 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 City. 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 and/or City of Lawrence 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 Recreation and/or City of Lawrence reserves 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