



Coralville 4thFest • 2020

Food Vendor Application

S.T. Morrison Park • Coralville, IA • July 3 & 4, 2020

VENDOR INFORMATION (print legibly)

Name (Organization or Group): _____

E-mail Address: _____ (EMAIL IS REQUIRED All communications to vendors will be emailed)

Contact Name: _____

Address: _____

Daytime Phone: _____

VENDOR PRODUCT(S)

Please list specific food or beverage items you are interested in selling:

_____	_____	_____
_____	_____	_____
_____	_____	_____

LOCATION

You will be provided with a 10' x 10' space of our choosing, a 10' x 10' tent, and 1-2 tables, if needed.

Please indicate if you need a tent: _____No _____Yes

Please indicate if you need tables: _____No _____Yes, I need (please select): ___1 table ___2 tables

No self-contained vehicles, trailers, trucks, or unapproved carts are allowed in S.T. Morrison Park during 4thFest for vending.

ELECTRICITY

If you need electricity, we need a list of electrical items to be used and their electrical requirements. Please list below and be specific in item name and volt/watt requirements. **Nothing over 110 is available in the park. Generators are not allowed in the park.**

ITEM	QUANTITY	ELECTRICAL REQUIREMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HAZARDS

Please list 1) any hazardous materials that will be located at your site (propane, cleaning materials, charcoal, etc.) and 2) how you intend to prepare your food (grill, oven warmers, burners, etc.)



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Food Vendor Application (continued)

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IMPORTANT

Minimum required hours of operation: July 3, 2:00 pm to 9:00 pm, and July 4, Noon to 9:00 pm unless agreed upon differently between Vendor Chair and vendor. Food vendors may elect to open earlier once inspected by Johnson County Health Department or stay open until 10:00 pm or until the park clears of people.

Parking: Parking on the grounds is not permitted. Food vendors may briefly (un)load prior to the start time but **vehicles are not allowed in the park during peak times** as determined by the 4thFestCommittee. Peak times include but are not limited to, event ending times when event attendees are coming in or leaving the park. This will be monitored by event staff; vendors will be told to move vehicles out of the park if necessary. Please park in the parking lots or on streets. We may provide one spot in the upper parking lot. To provide parking for other vendors, your group should **only take one reserved spot**.

HOW TO APPLY

All applications must be complete and must be received before March 31, 2020. Applications will not be accepted after that date. Your application cannot be processed unless this form is filled out entirely, the Rules and Regulations Form is signed, the vendor fee is paid and an up to date copy of your proof of liability insurance coverage is enclosed.

Please complete the following:

- | | |
|--|---|
| <input type="checkbox"/> Food Vendor Application | <input type="checkbox"/> Signed Rules & Regulations |
| <input type="checkbox"/> Certificate of Liability Insurance* | <input type="checkbox"/> Payment for a spot in the park for July 3 & 4, in the amount of \$350, payable to: 4thFest Committee |

**Certificate of Liability Insurance must indicate the name and date of 4thFest, July 3 and July 4, 2020.*

The City of Coralville and the employees of City of Coralville must be named as additional insured Certificate Holder.

Please return all documents to:

Ellen J. Bigelow • PO BOX 18 • Tiffin IA 52340-0018

For more information, please contact Ellen J. Bigelow, 4thFest Committee Vendor Chair, at ebigelow@midwestone.com.

For internal use only



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Food Vendor Rules & Regulations

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RULES & REGULATIONS

1. Each vendor shall be provided with a tent and up to two (2) tables, 6 to 8 feet in length, and must conduct all activities from the assigned location. **No vehicles or trailers of any type shall be allowed into your assigned locations. In addition, vehicles shall only be parked on the paved parking surfaces surrounding the area. The failure to adhere to this policy shall be grounds for disallowance of admission to the grounds to conduct business.**
2. The City will provide an electrical hook-up to the designated vendor areas upon request. Vendors must list their requirements on the application. **No vehicles or trailers of any type will be allowed in the designated vendor area for providing electricity for conducting business.**
3. All vendors are required to attend the meeting to discuss the health regulations with the Johnson County Department of Health. **If you fail to attend the meeting, you will not be allowed to conduct business at Coralville 4thFest.**
4. Vendors will be allowed to unload any equipment from their vehicles up to two (2) hours before the event is scheduled to begin. **Within two (2) hours of the event, it is at the discretion of the event organizers to allow any vehicle(s) in the designated vendor area to unload to protect the safety of the event volunteers and general public.**

ACKNOWLEDGEMENT

Because of the limited amount of space available for vendors, these rules have been promulgated to provide fairness to all the vendors for the Coralville 4thFest celebration. By signing below, the Applicant expressly acknowledges and agrees that the Applicant has read and understands the rules and expressly agrees to abide by the rules and regulations set forth above and any other rules that are subsequently promulgated by the event organizers. The applicant expressly agrees that the failure to adhere to the rules and regulations are sufficient grounds for disallowance of admission to the grounds to conduct business.

In the event the applicant is not allowed access to the designated vendor area to conduct business for any reason, the Applicant agrees to fully indemnify, defend, save, and hold harmless the City, its agents and employees, the Coralville 4thFest Committee, and its volunteers from any and all liability (including reimbursement of reasonable legal fees and costs) arising directly or indirectly from the decision to disallow admission to the designated vendor area.

ACCEPTED & AGREED

Signature

Date

Printed name and title