



Vendor/Exhibitor Contract Application

EVENT NAME		EVENT DATE	
Lights Over Morse Lake Festival, 2023		June 30-July 4 (Setup begins June 29 th)	
DATE OF APPLICATION		DATES OF LICENSE – ATTACH COPY OF DRIVERS LICENSE	
NAME		DATE OF BIRTH	
ADDRESS		TELEPHONE NUMBER	
		CELL NUMBER	
EMAIL:			

Company or Person the applicant is working for:

NAME		FEDERAL TAX CLASSIFICATION		STATE	
TAX ID NUMBER (if applicable)		TELEPHONE		FAX	
ADDRESS			LOCAL ADDRESS		
CAPACITY IN WHICH APPLICANT WILL ACT (salesperson, team manager, etc.)					
PRODUCT OR SERVICES OFFERED					

PLEASE CHECK NEEDED ITEMS:

- ELECTRICAL HOOK UP
 WATER HOOK UP
 120 V 220 V 30 AMP 50 AMP

IF ELECTRICAL IS CHECKED, WHAT ITEMS ARE BEING POWERED? _____

PLEASE BRING YOUR OWN OUTDOOR EXTENSION CORD OF 100' OR MORE!

THE FOLLOWING SERVICES ARE PROVIDED FOR LIGHTS OVER MORSE LAKE FESTIVAL: EMS/FIRE, STREET BARRICADES, TRASH PICKUP, SECURITY, PARKS FACILITIES, AND TRAFFIC CONTROL

PLEASE MAKE SURE TO READ, INITIAL AND SIGN SECOND PAGE OF THIS APPLICATION.

LOML Event Coordinator Use Only	
This application for a _____ license is approved (date) _____ by _____	
License/Permit Number _____	Expires _____
Fee \$ _____	Paid by: Cash _____ Check _____ Check # _____
Approved by _____	

Name of Company or Person the applicant is working for: _____ TAX I.D. NUMBER: _____

The purpose of this contract is to provide the necessary information to all those involved such as Public Safety (Police & Fire) and our Street and Utility Departments to help provide a safe and quality environment during the event. The Lights Over Morse Lake (LOML) Committee will review this application and forward it to the Cicero Town Council, if required, for approval or denial.

The LOML Committee has entered into this contract with the undersigned Business Food Vendor, Beverage Food Vendor, Craft Vendor, Miscellaneous Goods Vendor, or Others ("Vendor") for vending space subject to the following conditions:

I. AGREEMENT:

The Event Coordinator grants, and the Vendor accepts, the contract conditions as issued, to use vending space designed by the Event Coordinator, for the event title and dates defined on the Vendor Contract Application.

II. FEE:

Along with the Vendor Contract Application, the Vendor will pay the LOML Committee a non-transferable fee based upon the following criteria.

Multiple day events shall be: \$150 for Food Vendors with electric included.

\$75 for Craft Vendors, if electric is needed add \$10 to that fee and bring own outdoor extension cords.

Email forms to vendors@lightsovermorselake.org and pay via Venmo or mail forms and fee to LOML, PO Box 854, Cicero, IN 46034

If using Venmo, provide username _____ and be sure to indicate that your payment is for VENDOR FEES!



III. CERTIFICATE OF INSURANCE:

Along with the Vendor Contract Application, the Vendor will provide a certificate of insurance (one million dollar coverage) within 10 days that states the Town of Cicero, Indiana is listed as an additional co-insurer, as required.

IV. TIME FRAME:

ALL Food Vendor Applications must be submitted by May 23, 2023.

Vendor open hours are: June 30th from 4pm - 9pm

July 1st: 10am - 9pm

July 2nd: Noon - 9pm

July 3rd: 4pm - 9pm

July 4th: 10am - 9pm

Food Vendors MUST set up Thurs. June 29th between noon-8pm to allow for inspections, etc. to take place beginning Friday morning. Craft

vendors may set up on Thurs. 5-8 or Fri. June 30th, 9am-noon. Booths need to be ready to open and vehicles cleared by 2pm. The Vendor

together with its employees/agents, and property will vacate the vending space no later than Wednesday, July 5 at

12pm. **Vendor teardown will be AND NO SOONER than Tuesday, July 4 at 8pm.** Vendors - if you leave early, you will not be invited back next year.

ONLY THOSE VENDORS WITH PERMISSION will move on Monday, July 4th at 5p. Any property not removed from the vending space at that time

defined above, will be removed and disposed of at the Vendor's expense. **DISCLAIMER:** At any time, the Town of Cicero or LOML Committee can

cancel this event due to any unforeseen circumstances. **I have read and understand Section IV. TIME FRAME _____**
initial here

V. HAMILTON COUNTY HEALTH DEPARTMENT REGULATIONS:

Along with the Vendor Contract Application, the Vendor will provide a copy of a Food Handlers Permit if food is being sold or distributed. The Vendor will abide by all rules and regulations required by the Hamilton County Health Department (HCHD). A certified food handler permit must be displayed at the event. Any questions please call the HCHD at 317-776-8500.

VI. TRASH REMOVAL:

The Vendor shall keep the booth space in a safe, clean and orderly condition and shall not permit any rubbish or will not accumulate trash outside the boundaries of the vending space. The Vendor will remove rubbish associated with the function of that particular vending permit site as directed by the Event Coordinator. Leave the vending space the same as you found it.

VII. ELECTRICAL HOOK UP:

Electrical hook up is limited and not guaranteed. Individual generators are advised. If a vendor still requires electrical hook up for the use and operation of its vending space the vendor must advise the Event Coordinator through this contract. **NOTE:** location of vending space will be determined by location of electrical availability. Fees for hookups are listed in *Item II.* of this contract.

VIII. WATER HOOK UP:

Water hook up is limited and not guaranteed. If the vendor still requires water hookup for the use and operation of its vending space, the vendor must advise the Event Coordinator through this contract. **NOTE:** Location of vending space will be determined by location of water availability.

IX. ALCOHOLIC BEVERAGES:

The Vendor will not bring or permit any of its employees/agents to bring any alcoholic beverages at the vending space unless the conditions outlined in *Item X.* below are met. The decision of approval or denial of alcohol sales shall lie solely with the Cicero Town Council and will be judged according to the type, location, time and expected audience of the event.

X. LIQUOR LIABILITY LICENSE:

If alcohol sales are approved, a liquor liability license in the amount of one million dollars must be provided along with any necessary State and/or county permits in order to sell/distribute any alcoholic beverages in the vending space before the final permit is approved.

XI. PERMIT ISSUED:

The Vendor Contract Application will be reviewed by the Event Coordinator. The Event Coordinator will approve or deny the Vendor Contract Application and present it to the Cicero Town Council for review, if required. The Vendor's permit will then be issued and approved.

As the Vendor representative, I have completed and have provided the following required information on the front and back of this form. I understand that a Vending Permit will be issued upon approval of the Cicero Town Council, if required, **mail to all information required to: LOML, P.O. Box 854, Cicero, IN 46034 or email to vendors@lightsovermorselake.org.** Include the following: Vendor Contract Application, Fee amount as specified, Certificate of Insurance, Copy of Food Handlers Permit; as required, Liquor Liability License / permits; as required.