



# VENDOR/EXHIBITOR Contract Application

EVENT NAME <b>LIGHTS OVER MORSE LAKE FESTIVAL</b>		APPLICATION # (OFFICE USE ONLY)
EVENT DATE <b>July 1-4, 2021</b>	DATE OF APPLICATION	DATE(S) OF LICENSE
NAME	DATE OF BIRTH	<b>COPY OF DRIVER'S LICENSE ATTACHED</b>
ADDRESS	TELEPHONE NUMBER	
	CELL PHONE	
	EMAIL	

### Company or Person the applicant is working for:

NAME	FEDERAL TAX CLASSIFICATION	STATE
TAX I.D. NUMBER	TELEPHONE	FAX
ADDRESS	LOCAL ADDRESS	
CAPACITY IN WHICH APPLICANT WILL ACT (SALESPERSON, TEAM MANAGER, ETC.)		
PRODUCT OR SERVICES OFFERED		
PLEASE CHECK NEEDED ITEMS:		
<input type="checkbox"/> ELECTRICAL HOOKUP	<input type="checkbox"/> EMS/FIRE	<input type="checkbox"/> STREET BARRICADES
<input type="checkbox"/> WATER HOOK UP	<input type="checkbox"/> SECURITY	<input type="checkbox"/> PARKS FACILITIES
		<input type="checkbox"/> TRASH PICKUP
		<input type="checkbox"/> 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 # \_\_\_\_\_

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.

**Multiply 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.

**Mail forms required and fee to LOML, P.O. Box 854, Cicero, IN 46034**

**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 21, 2021. Vendor hours will be: July 2,3,4, 2021 from 12pm to 6 pm. Vendor Set up will be Thursday, July 1 from 12p-6p and Friday, July 2 8a-10a.** ALL vehicles need to be off the grounds by 11 am on Friday, July 2. The Vendor together with its employees/agents, and property will vacate the vending space no later than Monday, July 5 at 12pm. **Vendor teardown will be AND NO SOONER than Sunday, July 4 from 6pm to 9pm.** Vendors - if you leave early you will not be invited back next year. **ONLY THOSE VENDORS WILL PERMISSION will move on Sunday, July 4<sup>th</sup> 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 anytime 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 hook ups are listed in *Item II.* of this contract.

**Check only one:**  I will need Electrical hook up  I will NOT need electrical hook up

110 volt or  220 volts

**VIII. WATER HOOK UP:**

Water hook up is limited and not guaranteed. If vendor still requires water hookup for the use and operation of it 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.

**Check only one:**  I will need water hook up  I will NOT need water hook up

**IX. ALCOLHOLIC 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 in 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.** 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.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

Revised 1-19-21