

TO FOOD VENDORS:

**Fort Vallonia Days 2018** will be held on Saturday, **October 20<sup>th</sup>** and Sunday, **October 21<sup>st</sup>**.

**TIMES:** 9:00 am until dusk

**SET UP TIMES:** Friday, **October 19<sup>th</sup>**, 3:00 pm – 7:00 pm. Ask a committee member wearing a red ribbon for assistance. On Saturday, the festival begins at 9:00 am and the streets must be clear of all vehicles. I will contact you to stage a set up time specific to you.

**COST:** A charge of **20%** of profit or a **minimum of \$350**, whichever is greater. (SEE REVERSE SIDE FOR FOOD VENDOR EXPECTATIONS) The money must be paid on Sunday immediately following the festival, unless you are a non-profit organization. Non-profit organizations have until **December 1<sup>st</sup>, 2016** to remit payment to Teresa Anderson, Grounds Committee Chairman (see address on contract). A representative from Fort Vallonia Days will be at the Fire Department to accept all money, please bring your money to the Fire Department at the close of the festival on Sunday. **Vendors not paying at least the minimum will not be invited back to the festival.**

**FOOD PERMITS:** You will need a food permit from Jackson County Health Department to participate. If you participated in the festival last year, you should have received a notice in the mail from the Health Department. If you are new to Fort Vallonia Days, you will need to request an application. Please contact: Jackson County Health Department, 207 N. Pine Street, Seymour, IN 47274. Any questions related to food permits or if you have not received a notice yet, please contact the Health Department at 812-522-6474.

A permit is recommended, but not required, for a non-profit organization. Any questions related to food permits or if you have not received a notice yet, please contact the Health Department at 812-522-6474.

**CAMPING:** THERE WILL BE ABSOLUTELY **NO** ELECTRICAL HOOKUPS AVAILABLE FOR OVERNIGHT CAMPING. Area camping is available: Starve Hollow Lake and Jackson Washington State Forest at 1-866-622-6746.

**MORE INFO:** There will be **NO** direct water hook ups. There is a water source available at the Driftwood Fire Department stand, however you must provide your own container for transporting to your booth.

**When returning the contract, please include an updated menu each year.**

To receive a guaranteed lot, the postmark must be on or before **August 15<sup>th</sup>, 2018**

## **Food Vendor Expectations:**

The success of Fort Vallonia Days is directly related to the vendors that have participated over the years. We'd like to thank you for everything you have done in the past. The future holds more challenges for us so we would like to clarify some of the expectations that we have for our food vendors.

1. Fort Vallonia Days expects **ALL** Food Vendors to be **open for all the scheduled hours** of the festival.
2. Fort Vallonia Days expects **ALL** Food Vendors to be **responsible for their own trash**. The dumpsters that are strategically located throughout the festival are for the use of our guests attending the festival and should not be filled with food packaging brought to the festival by the food vendors.
3. Fort Vallonia Days expects **ALL** Food Vendors to pay their **"FAIR SHARE."** As the crowds have increased over the years, the total amount of money collected from our Food Vendors has not. In an effort to maintain a good relationship between Fort Vallonia Days and each of its Food Vendors, we wanted to clarify our financial expectations.

**20% of Profit is defined as 20% of your total Gross Sales MINUS ONLY your total direct product cost.** The following examples should **NOT** be considered when calculating your product cost: Trailer Costs, Insurance Costs, Employee Costs, or any other indirect overhead costs. If you have a question of what is considered direct product cost and what is not, please locate a Fort Vallonia Grounds Committee member at the festival and ask.

The main purpose of the Festival is to showcase the history and the hospitality of our community. We pay for the upkeep of our community with the money we make each year from our Vendors. At the same time, we give you the opportunity to make money off the large crowds the festival brings.

**Please pay your "FAIR SHARE."**

**IMPORTANT: You are probably aware of the fire codes. All food booths where grease will be used must have a 40-B:C rated fire extinguisher. Your booth will not open unless you have one in your booth. All other booths must have a fire extinguisher with a rating of not less than 2-A:10-B:C. The biggest challenge will be spacing around booths. It is imperative I have all contracts and menus back by the deadline. Once I begin placing my booths on my charts, I will not rearrange to accommodate a late contract. Please be aware, depending on construction of booths and cooking sources, some booths may need to be moved. If you have any questions about fire codes, please contact the Fire Marshall's office at 1-800-423-0765.**

As a food vendor at FVD, it is YOUR responsibility to make sure you understand and comply with all State and Federal Health, Fire and Safety Codes prior to your arrival at our festival. Please be prepared to be inspected by the Indiana State Fire Marshall or the Driftwood Township Fire Department to make sure that you are complying with all state and federal regulations.

**\*\*Please read below for potential cost changes for 2019 Fort Vallonia Days\*\***

**Following Fort Vallonia Days 2018, we will be investigating the opportunity to charge a flat rate per food vendor lot varying by location instead of using the % of profit vs. minimum payment as is currently structured in the contract today. The locations with the highest foot traffic would be required to pay a higher rate. We will work over the next 6 months to develop the cost/lot based on location. As a guide, we will use past FVD payments and also payment structures/costs used at other festivals of this kind. We will target having this new payment structure defined by February of 2019 and try to get contracts out immediately following.**

Name \_\_\_\_\_ Phone Number (s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail address (if applicable) \_\_\_\_\_

Trailer size (including tongue) \_\_\_\_\_ Electrical connection needed \_\_\_\_\_

Type of equipment used: **circle from above** Do you use bottled gas? \_\_\_\_\_

List any other cooking equipment not listed \_\_\_\_\_

If you are unsure about the fire codes and whether you are compliant, please contact the Fire Marshall's office. If Fort Vallonia Days finds you are not compliant, you will not be able to open your booth until the problem is corrected. I understand I will need a fire extinguisher with the proper rating in my booth. I agree to accept all responsibility for my personal property on display or on myself during the celebration, and I will in no way hold Fort Vallonia Days, Inc. responsible for loss, theft, or breakage caused by natural causes or vandals. I also agree to keep my own area clean and will clean up completely at the close of Fort Vallonia Days. By signing below, I confirm that I have read and understand the contract in its entirety and will comply to the rules and regulations there within.

Signature: \_\_\_\_\_

**Please return this entire sheet along with a menu to:**

Brad Covert  
3121 W 450 S  
Vallonia, IN 47281  
(812)525-7501