

August 19, 2019

Pioneer Days - October 5 - 6, 2019

Food Vendor Information and Application



Vigo County Parks and Recreation Department is beginning to plan the 47th annual Pioneer Days, scheduled for October 5th & 6th at Fowler Park from 9:00 a.m. to 5:00 p.m. You are invited to join us!

Food Vendor Information & Guidelines:

- The food vendors will be located in the area west of shelter A.
- Electrical pedestals are provided.
- All vendors are asked to set up Thursday, October 3rd & Friday, October 4th.
- Cars and trucks will only be permitted on the grounds for loading and unloading.
- Food trailers are the only equipment that may remain at the site during the event.
- Stock trucks can be parked in Shelter A parking lot (across from the vending spots).
- No ice will be provided by the Vigo County Parks and Recreation Department.

Event Fee & Insurance Requirements:

- The **fee for each space is \$150.00** and cannot be pro-rated for only one day. NO REFUNDS will be issued.
- A minimum of \$1,000,000.00 combined single limit commercial general liability (CGL) insurance is **REQUIRED** of all vendors. Those already holding such a **policy must add the following additional insured parties:**
 - Vigo County Parks and Recreation Department
 - Vigo County Parks and Recreation Board
 - Vigo County Commissioners
- You must send a copy of your policy with the application.

You are responsible for obtaining your own food permit from the Vigo County Health Department. Vendors who do not have food permits could potentially face fines. The Vigo County Health Department can be reached at 812-462-3428.

Food Vendor Application & Payment Due Date:

We would like to apologize for the delay in mailing out this year's Pioneer Days food vendor applications. We have been working tirelessly to catch up after the recent malware attack on the Vigo County Annex Building computer server which left our department unable to utilize computers and any printing capabilities. Due to this delay, we ask for all applications, insurance documentation and vendor payments to be completed and mailed back or hand delivered to our Administrative Office located at 155 Oak Street, Terre Haute, IN 47807- No later than: **Monday, September 9th.**

If you have any questions, please contact the Vigo County Parks and Recreation Department Administration office at 812-462-3392 or email Laura.Maloney@VigoCounty.in.gov .

We hope you can join us!


Thank you,

Laura Maloney
Natural Resource Programmer

PLEASE KEEP THIS LETTER FOR YOUR RECORDS

SUBMIT APPLICATION TO: Vigo County Parks and Recreation Department
155 Oak Street
Terre Haute, IN 47807
 - OR - EMAIL APPLICATION TO:
Laura.Maloney@VigoCounty.in.gov

Pioneer Days Food Vendor Application

First & Last Name:	
Mailing Address: <i>(Include the address you would like your parking pass to be mailed to)</i>	
Cell Phone #/ Home Phone #:	
Email Address:	
I verify that I will be in attendance both Saturday, October 5th and Sunday, October 6th:	<input type="checkbox"/> Yes, I will be in attendance both days <input type="checkbox"/> No, I will not be in attendance both days
Description of food items/drinks to be sold:	
Pioneer Days Food Vendor Site Location:	I have no preference to my food vendor site location I prefer to be in the following food vendor site location: _____
# Food Vendor Parking Pass	<input type="checkbox"/> I need only 1 parking pass <input type="checkbox"/> I need the following number of parking passes: # _____ Food Vendor Parking Passes
Please draw a diagram of your equipment on the back of this application:	In my drawing I Included all requirements listed below: <i>(please check each of the following):</i> <input type="checkbox"/> Dimensions <input type="checkbox"/> Location(s) of serving window(s) <input type="checkbox"/> Trailer/tent designation <input type="checkbox"/> Hitch 

By submitting your application you agree to the food vendor guidelines.
Completed application, proof of insurance & payment must be submitted by
Monday, September 9th at 4:00 p.m.

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155 Oak Street
Terre Haute, IN 47807
- OR - EMAIL APPLICATION TO:
Laura.Maloney@VigoCounty.in.gov

Please draw a diagram of your equipment:

Include:

- **Dimensions**
- **Location(s) of serving window(s)**
- **Trailer/tent designation**
- **Hitch**

***Completed application, proof of insurance & payment must be submitted by
Monday, September 9th at 4:00 p.m.***