

July 17, 2020

Pioneer Days - October 3rd – 4th, 2020

Food Vendor Information and Application



Vigo County Parks and Recreation Department is beginning to plan the 48th annual Pioneer Days, scheduled for October 3rd & 4th 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 1st & Friday, October 2nd.
- 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 ask for all applications, insurance documentation and vendor payments to be completed and mailed to our Administrative Office located at 155 Oak St, Terre Haute, IN 47807- No later than: **Friday, August 21, 2020.**

**This year is not a typical year due to the current status of the COVID-19 pandemic. Due to the daily evolving status of the pandemic, please anticipate potential changes made to event protocols. The Vigo County Parks and Recreation Department is mandated by the state and the local health department to abide by and enforce all safety and social-distancing protocols in efforts to protect the health and well-being of park patrons, vendors and staff. If circumstances arise where we will have to cancel Pioneer Days, all event vendors that have already submitted vendor fee payment will receive a full refund. We ask all vendors to bear with us as we navigate this challenging time.*

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 3rd and Sunday, October 4th:	<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 Preference:	<input type="checkbox"/> I have no preference to my food vendor site location <input type="checkbox"/> 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
Friday, August 21st at 4:00 p.m.

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

Please draw a legible 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
Friday, August 21st at 4:00 p.m.***