



June 10, 2021

Pioneer Days - October 2- 3, 2021

Food Vendor Information and Application

Vigo County Parks and Recreation Department is beginning to plan the 49th annual Pioneer Days, scheduled for October 2nd & 3rd 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, September 30th & Friday, October 1st.
- 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.
- 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.

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.

Food Vendor Application & Payment Due Date:

All food vendors must submit completed application along with proof of insurance with additional insured parties and payment no later than **Friday, September 3, 2021 by 4:00 p.m.** On the attached application please include a description of the food and beverage items you will be selling. Also, please draw a diagram of your equipment on the back page of the application including dimensions, location(s) of serving window(s), trailer or tent designation, and hitch. Please indicate how many parking passes you will need. You will receive your parking pass along with a final reminder letter including a map of your assigned vendor location and parking locations within the park.

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!

Laura Maloney
Natural Resource Programmer

SUBMIT APPLICATION TO: Vigo County Parks and Recreation Department
155 Oak Street
Terre Haute, IN 47807

PLEASE KEEP THIS LETTER FOR YOUR RECORDS

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:	<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:	<i>In my drawing I Included all requirements listed below:</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 participation guidelines.

Completed application, proof of insurance & payment must be submitted by Friday, September 3rd at 4:00 p.m.

SUBMIT APPLICATION TO: Vigo County Parks and Recreation Department
155 Oak Street
Terre Haute, IN 47807

Please draw a diagram of your equipment:

Include:

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

By submitting your application you agree to the participation guidelines.

Completed application, proof of insurance & payment must be submitted by Friday, September 3rd at 4:00 p.m.