



VIGO COUNTY
PARKS & RECREATION
DEPARTMENT

May 20, 2022

Pioneer Days - October 1- 2, 2022

Food Vendor Information and Application

Vigo County Parks and Recreation Department is beginning to plan the 50th annual Pioneer Days, scheduled for October 1st & 2nd 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 29th & Friday, September 30th.
- 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 **Thursday, September 1, 2022 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 Sean.Sluyter@vigocounty.in.gov.

We hope you can join us!

Sean Sluyter
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

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 2nd and Sunday, October 3rd:	<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: <hr style="width: 20%; margin-left: 0;"/>
# Food Vendor Parking Pass	<input type="checkbox"/> I need only 1 parking pass <input type="checkbox"/> I need the following number of parking passes: <div style="text-align: right;"># _____ Food Vendor Parking Passes</div>
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

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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.