

Food Vendor Guidelines

2020 Herb Fair

- Food vendor applications must be completed in full and returned to the Mill Hollow Carriage Barn by March 27th, 2020 to be considered. Submission of an application does not mean acceptance as a food vendor. If accepted, a non-refundable donation of **\$50** is also required for program participation. Additional donations are appreciated. Checks should be made out to the Lorain County Metro Parks.
- Items to be sold and their prices must be listed on the application. Prices and items must also be listed on a sign at your booth. The Lorain County Metro Parks may limit the sale of certain items due to repetition by vendors.
- All vendors will operate on a cash or credit card.
- Vendors will be required to submit a certificate of insurance indicating that vendor is insured with a minimum \$1,000,000 liability and comprehensive general liability policy, including product liability.
- The Lorain County Metro Parks will determine food vendor locations. These decisions will be made prior to the event. Placement decisions will be final.
- Limited electric is available. Application must list exact electric request.
- 220v plug in at Metro parks site in Ericson Part # CS6365N 50A 125/250v or equivalent.
- Park will supply no more than two picnic tables per food vendor.
- No open fires are allowed. Food vendors may use gas stoves for heating.
- Only one vehicle will be permitted to be at food vendor site. Once event starts all deliveries must be carried in from general parking. We recommend vendors have items they need on hand at the start of the event.
- All groups selling food must contact the Lorain County Health Department and obtain required permits. Permits must be on site and available for inspection at the Herb Fair. Vendors will be not be allowed to participate unless the LCGH guidelines are met. Vendors may also be subject to Fire Department inspection the day of the event.
- Under no circumstance are vendors allowed to close until the event end time. Vendors must be set up for the entirety of the event. Violation of these rules is grounds for exclusion from participation at other LCMP events.
- The sale of alcoholic beverage is strictly prohibited. Consumption of alcoholic beverages by vendors at their booth is prohibited.
- All food vendors must be in place no later than 9:00am on the date of the event.
- No "Barking" permitted.
- The exhibitor/food vendor assumes full responsibility for exhibit/contents/group workers while on site.
- Adherence to the Herb Fair policy will be monitored.
- LCMP maintains the right to ask a food vendor to leave or remove any part/parts of their exhibit/food booth.

Thank you for your cooperation.

Herb Fair 2020
Saturday April 25th, 10am-4pm &
Sunday April 26th, 10am-4pm
Food Vendor Application

(Please review guidelines and complete application in full)

CLUB OR GROUP NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

WEBSITE: _____

PHONE: _____ Did you participate in 2019? Yes No

TRANSIENT VENDOR ID#:

**Please attach photo of booth, cart or food truck*

Please provide list of three prior events served:

I will need the following: (circle) **Picnic Tables:** (limit 2) 0 1 2

Electric: Electric usage will be given out on a first-come, first served basis. We need to know the exact number of devices you will be running as well as the power draw for each. (Ex.: 2 roasters, 1 coffeepot, etc) Please be specific, we will do our best to get you what you have requested. The Park District has the right to limit the number of exhibitors receiving electricity and its usage. Electric will be available from 8am-4pm on the day of the show. Please also understand that propane is a viable alternative to electricity.

_____outlet(s) for _____

_____outlet(s) for _____

_____outlet(s) for _____

If using something other than electric please specify: _____ (open fires prohibited) 4

If you are invited to participate, you must contact the Lorain County Health Department at (440) 322-6367 to find out what type of Health Permit is necessary.

Please complete the backside of this form listing the items you wish to sell and their prices.

I agree to follow the Herb Fair Guidelines.

Signature

Date

Please Return to: Mill Hollow Carriage Barn

51211 North Ridge Road

Vermilion, OH 44089

Any Questions call: Jennifer Breehl or Emily Dunegan at (440) 967-7310

(jbreehl@loraincountymetroparks.com, edunegan@loraincountymetroparks.com)

Herb Fair

Name of Vendor

Please list all of the items you plan to offer for sale and the price of each item (or send a printed copy).

ITEM	PRICE

Office Use Only:

Application: ____accepted ____denied

Date received: _____

Date of check: _____ Amount: _____

Receipt Number: _____ Date of Receipt: _____