

52ND ANNUAL
ELWOOD GLASS FESTIVAL
 AUGUST 18-20, 2023

OFFICE USE ONLY FOOD VENDOR
___ Vendor Packet Label
___ Menu Approved
___ Menu List
___ Call-Leader List
___ Booth List
___ Confirmation Sent
___ Paid receipt attached
___ Camper
Booth Size

FOOD VENDOR APPLICATION

Date: _____

**Applications received after June 15, 2023, are subject to a \$25 late fee.
 Applicants accepted for the event will be advised by phone, mail, or email.**

PLEASE PRINT LEGIBLY

Company/Organization name _____

Contact name _____

Street address, city, state, zip _____

Day telephone _____ Email (please print legibly) _____

NOTE: Please provide a list of the food and beverage items you plan to sell at the Glass Festival. For your convenience, a menu form is attached. If this is your first time as a Glass Festival food vendor, please include a photograph and a description of your business.

The Glass Festival Committee reserves the right to refuse applications.

A limited number of camping sites are available in the park for \$10 per day. Please provide payment with your application.

Electrical requirements: _____ amps (One 120-volt hookup per unit is included at no charge. A limited number of 30-60 amp hookups is available for \$30, and 70-100 amp hookups for \$60.) For complete information about electrical requirements, please refer to the Elwood Glass Festival Food Vendor Contract, Item 12.

The Festival food court is located in the park along Callaway Park Drive.

Please check one: My concession unit is **perpendicular** (at 90° angle) or **parallel** (in horizontal alignment) to the road.

My trailer measurement (including awnings, hitch, and trailer tongues if unable to remove): _____

There is a small buffer space between each vendor. Be sure your unit measurements fit within your marked space and not in the buffer space.

Rental spaces are \$17.00 per linear foot of unit. This fee includes water and electricity. Extra 30-60 amp hookup is available for \$30, or 70-100 amp for \$60.

Linear feet: _____ x \$17.00 = \$ _____

Camping = \$10/day X _____ days

NOTE: Sewage is not available.

Check days: W__ Th__ F__ S__ = \$ _____

Extra amp hookup: Add \$30 or \$60 = \$ _____

After June 15, 2023: Add \$25.00 late fee \$ _____

TOTAL ENCLOSED \$ _____

Food Vendors must provide a Certificate of Liability Insurance naming the Elwood Glass Festival as Certificate Holder.

The Madison County Health Department no longer sells food permits for temporary events in the field. You will be required to purchase your permits 14 days prior to any temporary event in our county. If a permit is not obtained before the event, you will not be able to participate in the event. The cost per event is \$75 for an event lasting up to 14 days. However, MCHD does offer a \$125 permit for vendors participating in more than one temporary event in our county during this year's festival season. An application and information about the cost of your permit is attached to this application. More information is available on the Madison Co. Health Department website, madcohealth.org/food-inspection (under Food Establishment Program) or by calling the department at (765) 641-9524 or 641-9677.

Vendor agrees to assume, defend at all times, indemnify, protect, save and hold harmless the Elwood Glass Festival and its officers, directors and agents, against any and all claims or demands arising or resulting from the use by the Vendor of the space provided by the Festival, including without limitation the claims of any employee, or agent of the Vendor, the claims of anyone attending the exhibit and the claims of any other person for damages for bodily injury, sickness, mental anguish, or death, and claims for damages to the property of the Vendor which is sustained during the use by the Vendor of the space provided by the Glass Festival.

2023 Elwood Glass Festival applications are non-transferrable and non-refundable.

Your completed/signed vendor contract and payment (in the form of cash, check or money order) must accompany this application. However, credit card payments are accepted for an additional 3% service charge. To make a credit card payment, please phone the Chamber office at (765) 552-0180.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE TERMS OF THE AGREEMENT AND ATTACHED FORMS, AND I AGREE TO ABIDE BY THESE TERMS. I am designated to act on behalf of the named Organization/Company identified in this application.

Signature _____

Date _____

Please send completed application with check made payable to:

**ELWOOD CHAMBER OF COMMERCE, 108 S. Anderson Street, Elwood, Ind. 46036
 (765) 552-0180 • elwoodchamberdirector@gmail.com • www.elwoodchamber-in.org**

52ND ANNUAL
ELWOOD GLASS FESTIVAL

Friday, August 18, 2023 • Noon to 10:00 p.m.

Saturday, August 19, 2023 • 10:00 a.m. to 10:00 p.m.

Sunday, August 20, 2023 • 10:00 a.m. to 4:00 p.m.

(Due to the community worship service, vendors may open at noon on Sunday, if they prefer.)

FOOD VENDOR CONTRACT

Applications received after June 15, 2023, are subject to a \$25 late fee.

This Contract is made and entered into this _____ day of _____, 2023, between the ELWOOD GLASS FESTIVAL (hereafter referred to as "Festival"), and _____, (hereafter referred to as "Vendor").

WITNESSETH: The Elwood Glass Festival, to be held August 18-20, 2023, agrees to provide # (1, 2, etc.) booth space(s), OR # linear frontage feet to the above-named Vendor for the sum of \$ _____, for the purpose and privilege of exhibition or selling of items listed on the Glass Festival application.

PLEASE REFER TO YOUR APPLICATION FOR THE COST OF YOUR VENDOR BOOTH.

1. Vendor must check in upon arrival at the Chamber tent at the Callaway Park entrance, located at the corner of North 19th and J Streets. **Vendors may enter ONLY through the park's main entrance, NO EXCEPTION!** A Festival volunteer will greet the Vendor, provide a welcome packet, and advise Vendor of their location number. **A Glass Festival staff member will then escort Vendor to their assigned location.** Vendors who have questions or need assistance during the Festival may ask a volunteer at the Chamber tent. Festival volunteers and staff can be identified by their I.D. tag and red shirt bearing the Glass Festival logo. The volunteers and staff are there to ensure Vendors have an enjoyable and profitable weekend.
2. The Festival Management reserves the right to place and locate the Vendor at the Festival's discretion. **Rental spaces cannot be moved or relocated.**
3. Rental spaces will be assigned on a first-come, first-served basis.
4. Festival shall rent space in the amount of \$17.00 per linear foot.
5. Tables and chairs will NOT be provided with the vendor space.
6. The Festival reserves the right to close any exhibit leased herein, without liability, should the Festival Management deem the Vendor, his exhibit, or employees guilty of any act that is against the best interests of the Elwood Glass Festival. Dishonesty, troublesome behavior, excessive noise or litter, falsifying the Vendor application and making potential threats to the public health and safety are grounds for expulsion.
7. **Vendor set-up hours:**
 - Wednesday, August 16, 2023 – 4:00 to 7:00 p.m., all participants (Note: Security, water, and electricity are not available this day.)
 - Thursday, August 17, 2023 – 9:00 a.m. to 1:00 p.m., **FOOD VENDORS ONLY;** 1:00 to 7:00 p.m., all participants
 - Friday, August 18, 2023 – 9:00 to 11:00 a.m., all participants

These set-up hours are firm. NO EXCEPTIONS. Vendors must be ready to open at 11:30 a.m. on Friday, August 18, 2023.

No pre-sales allowed.

8. Vendors shall have their exhibits and equipment ready to begin no later than 11:30 a.m. on Friday, August 18, 2023. Vendors must be open during all of the Festival hours, which are: Friday, 12:00 noon to 10:00 p.m., Saturday 10:00 a.m. to 10:00 p.m., and Sunday 10:00 a.m. (or 12:00 p.m. if attending the Community Worship Service) to 4:00 p.m. If the Vendor fails to comply or fails to occupy the space herein leased, the Vendor will forfeit all monies paid hereunder and will be asked to leave the Festival grounds and may not return for future Festivals.
9. The Festival will not allow any exhibit to be dismantled before the close of the Festival at 4:00 p.m., Sunday, August 19, 2023.
10. **SECURITY:** The Festival shall provide security during the operational hours of the Festival, as well as overnight Thursday through Sunday morning. Security is performed by the Elwood Police Department at these times: 6:00 p.m. Thursday, August 17 through 6:00 a.m. Friday, August 18; 10:00 p.m. Friday, August 18 through 6:00 a.m. Saturday, August 19; and 6:00 p.m. Saturday, August 19 through 6:00 a.m. Sunday, August 20. Please note that during the Festival, the Elwood Police Department will provide plain clothed and uniformed officers onsite.

The Festival shall not be an insurer of Vendor's property, nor responsible, therefore. Festival shall not be liable for any damage to Vendor's exhibit, equipment, or merchandise by reason of fire, theft, weather, loss, or other damages.

11. Vendors shall not dump any type of cooking oil on the Festival Grounds or in the city sewers. Festival reserves the right to bill for damages.
12. The Festival shall furnish electricity for each space. A limited number of 30-60 amp hookups will be provided **if possible** for an added

surcharge of \$30, and 70-100 amps for \$60. Vendors must provide safe, properly grounded outdoor electrical cords to be connected to Festival power supplies (3-prong/grounded for 110V, and 4-wire line for direct 220V hookup), or they will not be hooked up to electricity. Bad or frayed cords will not be accepted. Vendor must use a UL-listed, outdoor extension cord. (Many are orange and three-pronged.) Vendor may not connect extension cords together in order to reach the power box. If Vendor has to reach a box that is 50 feet away, Vendor may only use a 50-foot-plus cord, NOT two 25-foot cords hooked together. This is fire code! Please come prepared with a long enough cord. Our suggested length is 100 feet minimum. Vendor area will be examined after setup to ensure compliance with regulations regarding proper placement, size, space limits, fire codes, and electrical codes.

13. Vendors must have their own food-grade water hoses, Y connectors, and waste collection system. Food Vendors will need to Y their water hoses off each other. Vendors must collect their gray water, and they may not discharge any material into the streets, drains, or park property.
14. The STATE FIRE MARSHAL and a REPRESENTATIVE of the DEPARTMENT OF HOMELAND SECURITY will enforce all Indiana codes, rules and regulations governing Festival/Carnival events, and all Vendors must comply. It is the duty and responsibility of the Vendor to be compliant with the Department of Homeland Security. To find information about state requirements, contact the Indiana Department of Building and Fire Code Enforcement.
15. Food Vendors must provide at least one 2-A:10 B:C fire extinguisher. Vendors with kitchens/cooking areas must also provide one 6-liter K-type rated dry chemical fire extinguisher or system equivalent. Vendor shall not store excessive refuse or flammable materials in the space provided by Festival.
16. PARKING FOR BUSES, CLASS A, B, C, (CAMPER) OR FIFTH WHEELS WILL NOT BE ALLOWED WITHIN THE FOOD COURT AREA. DESIGNATED CAMPING SITES ARE AVAILABLE IN THE PARK. There is no Vendor parking within the Festival area unless it is a necessary part of the Vendor's exhibition for the three Festival days. However, a limited number of supply truck parking sites are available in the park on a first-come, first-served basis at no charge. Additional Vendor parking is available at three nearby off-site locations.
17. All Vendor areas will be inspected after Vendor's departure. The Festival reserves the right to bill Vendor for any repairs, clean-up or damages created or left by Vendor.
18. No stakes may be driven into the blacktop on Callaway Park Drive to secure Vendor's tents. **Blacktop MAY NOT be penetrated.** Vendor must provide necessary items to secure their tent; i.e., sand buckets, tie downs, etc.
19. Vendor will provide liability insurance coverage during the event and will submit Certificate of Insurance with application.
20. **NOTICE:** The selling of weapons or knives (including toy, specialty and collectible), projectiles, explosives, numb chucks, cigarette papers, pipes not for traditional tobacco consumption, drug-related paraphernalia (including clothing items that promote illicit drug usage), and other offensive or unsuitable items (including, but not limited to, items/products bearing a confederate symbol or swastika, and silly string or anything in pressurized cans) is prohibited. Vendor's pets are allowed but must be kept away from the crowd.

IN THE EVENT A FESTIVAL REPRESENTATIVE DEEMS AN ITEM UNSUITABLE FOR DISPLAY OR SALE, PERSONS OPERATING THE BOOTH WILL BE ASKED TO STOP SALES AND/OR LEAVE THE PREMISES. IN SUCH EVENT, ALL FEES WILL BE FORFEITED. THE FESTIVAL MANAGEMENT RESERVES THE RIGHT TO DENY PARTICIPATION IN THE ELWOOD GLASS FESTIVAL.

21. Vendor agrees to comply with conditions of this contract, vendor application, and all rules and regulations set out by the Festival Management. Failure to comply will result in cancellation of this lease, and Vendor shall forfeit all rights hereunder, and shall, upon demand, immediately close the exhibit and surrender space leased and shall not be entitled to a refund of any monies paid.
22. Vendor agrees to assume, defend at all times, indemnify, protect, save and hold harmless the Elwood Glass Festival and its officers, directors, and agents, against any and all claims or demands arising or resulting from the use by the Vendor of the space provided by the Festival, including without limitation the claims of any employee, or agent of the Vendor, the claims of anyone attending the exhibit and the claims of any other persons for damages for bodily injury, sickness, mental anguish or death, and claims for damages to the property of the Vendor, which is sustained during the use by the Vendor or the space provided by the Elwood Glass Festival.

I have read in full the Craft/Commercial Vendor Application and Contract and will fully comply with all of the stated requirements of the Elwood Glass Festival.

Company/Organization name: _____

Contact person: _____

Street address, city, state, zip: _____

Phone/Cell: _____ Email (please print legibly) _____

Signature: _____

Please send completed application with check made payable to:

**ELWOOD CHAMBER OF COMMERCE, 108 S. Anderson Street, Elwood, Ind. 46036
(765) 552-0180 • elwoodchamberdirector@gmail.com • www.elwoodchamber-in.org**

► PAPERWORK MUST BE RETURNED BY JUNE 15, 2023, TO AVOID A LATE FEE.

BOTH THE APPLICATION AND CONTRACT MUST BE SIGNED AND RETURNED. RETAIN A COPY FOR YOUR RECORDS.

OFFICE USE ONLY

Date Received _____ Vendor Type _____ Application Attached Insurance Cert. Attached

Deposit Enclosed _____

Madison County Health Department
206 E. 9th Street, Suite 200 • Anderson, IN 46016 • (765) 641-9523 • (765) 646-9203 Fax
TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

THIS APPLICATION AND THE APPROPRIATE FEE MUST BE SUBMITTED TO THIS DEPARTMENT **AT LEAST 48 HOURS or TWO BUSINESS DAYS PRIOR** TO THE INTENDED DATE OF OPERATION. **EACH QUESTION MUST BE ANSWERED.**

APPLICANT INFORMATION:

Date of Application: _____ Name of Applicant: _____
Establishment or Organization: _____ Owner: _____
Establishment/Organization Address: _____

(Street) (City) (State) (Zip)
Establishment Telephone: _____ E-Mail: _____

EVENT INFORMATION:

Name of Event: _____ Date(s) of Event: _____
EXACT Location of Event: _____
Total # of Days of Operation: _____ Time food preparation will begin: _____ Time food will be served: _____
(This is the time the inspection will take place) ^

FACILITY INFORMATION:

Type of Structure: Trailer Tent Booth Inside Building Other: _____
Type of Water Service: Tank Hose from Approved Source Other: _____
Do you have a Backflow Prevention Device? ___ Yes ___ No ___ Not applicable
Type of Power Source: Will plug into direct source Generator LPG Other: _____
Type of Hand washing: Sink Thermos with spigot Urn Other: _____
Type of Dishwashing: 3-Compartment Sink Tubs/Buckets Other: _____

Name of the Person-In-Charge at the event (for your establishment): _____
Name of Certified Food Handler: _____ Position: _____ Certificate Expiration: _____
(In Accordance with 410 IAC 7-22, each food establishment must employ a certified food handler as of 1/1/05 unless otherwise exempt.)

FOOD PRODUCT INFORMATION:

Please list ALL FOODS AND BEVERAGES to be prepared, sold, or served: _____

Please list ALL MENU ITEMS that will be prepared at another location and brought to the event: _____

List the location at which the above-listed foods will be prepared: _____

FEES:

1-14 Days \$75.00 *in conjunction with one event*
6 Months or less \$125.00 *in conjunction with more than one event*

THIS IS A NON-REFUNDABLE FEE

By signing below I agree to ALL terms and conditions listed on this permit application

Signature of Applicant(s) or Corporate Officer: _____
Printed Name of Applicant(s): _____

PERMIT WILL NOT BE ISSUED IF NOT PROPERLY SIGNED!

Signature of Inspector: _____ Date: _____ Establishment #: _____
Receipt #: _____
Clerk: _____