

CLINTON, INDIANA

Little Italy Festival Town

"On the Banks of the Wabash"

P.O. BOX 6

CLINTON, IN 47842-0006



Dear Vendor,

Once again we are making plans for our 53rd Little Italy Festival. The festival will be expanded and changed – along with new concessions and entertainment, we will add new attractions to our festival to make it bigger and better. Due to this effort, your cooperation in filling out the Information Form for The Bollettino (our Italian newspaper) is necessary. I urge you to fill out in as much detail as possible so that we may write an article featuring your concession in The Bollettino. This is free advertisement for you!

We must emphasize that this is an ETHNIC FESTIVAL, concessions must be decorated in an ethnic theme relative to Italian theme. Green, white and red decorations are perfect for this.

Please carefully read the Rules and Regulations that are enclosed along with an application and the above mentioned Information Form for The Bollettino. If you have any questions please feel free to call me at 812-241-3139 so we can clear them up.

Due to the expansion and possible relocation of some concessions it is MANDATORY that your application along with the certification of insurance and your \$50.00 money order be returned to me on or before July 1st, 2018, unless submitted at the closing of the 2017 Festival. Applications received after July 1st, 2018 will only be accepted at the discretion of the Concession Chairman and the Little Italy Festival Board of Directors.

There have been some complaints in previous years about vendors feeling the need to provide free food for LIFT board members, chairmen or past Res and Reginas. This is absolutely NOT mandatory. It is up to the vendor's discretion if they wish to do this. It is your business to make that decision.

We are looking forward to a very successful festival and hope to see you there this Labor Day Weekend.

Ciao,

Brittany Garver

Brittany Garver
Concession Manager

Please Return Application to:

LIFT, Inc.

Attn: Brittany Garver

PO Box 6

Clinton, IN 47842

LIFT Concession Application/Contract

Print or write clearly:

Date_____

Name of Organization or individual_____

Concession chairperson(s)_____

Address_____

Phone_____

Include with your application a certificate of insurance coverage as described in LIFT's Rules and Regulations (Item number 2). The Board of Directors reserves the right to request the applicants to secure additional coverage if necessary.

Indemnification and Release

Section 1. Vendor agrees to indemnify and hold the Festival harmless from and against any and all damages, claims and liability arising from Vendor's use or occupancy of the Premises.

Section 2. The Festival agrees to indemnify and hold the Vendor harmless from against any and all lost, cost, expense, damages, claims and liability (including Vendor's reasonable attorney fees) arising from or connected with Premises in any way relating to any condition, matter or thing existing at, on or under the Premises prior to Vendor's possession, including, but not limited to; any such loss or liability relating to any environmental defect as defined in I.C.13-7-22.5 existing at, on or under the Premises, any such loss or liability relating to subsidence or the condition of the improvement on the Festival Grounds.

I have read and understand the above requirements and attached forms

Organization_____

By_____

Organization _____

Items and/or foods to be sold and prices. Please list Italian items first.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Include description of booth and selling area. Include a floor plan of structure, including total square footage requirements. **DO NOT** say same as last year as the vendor/concession chairman has changed. A picture is helpful. **Give dimensions and maximum electrical requirements.**

FRONT

FLOOR PLAN

**Mail Applications to:
LIFT
Attn: Brittany Garver
P.O. Box 6
Clinton, Indiana 47842**

2018 LIFT CONCESSION RULES AND REGULATIONS

The following rules and regulations are part of the Little Italy Festival Town, Inc., concession application. The festival is held in Clinton, Indiana, every Labor Day Weekend (Friday-Monday, August 31st-September 3rd). Strict adherence to these rules will be required. Violation of these rules will result in forfeiture of seniority rights and violators will not be allowed to participate in the festival.

1. Your \$50.00 setup fee must be submitted by July 1st if not paid at close of last year's festival. This fee is for your entry into the festival and participation in the blanket insurance covering the festival operations. Money order payable to LIFT, Inc guarantees your spot. Checks will not be accepted. If you have already submitted this at the close of the 2017 festival, this does not apply to you.
2. Vendors Liability insurance: each concession must carry comprehensive general liability including products liability insurance in the amount of \$300,000 during the festival and submit a certificate of insurance coverage with their application. LIFT does NOT supply vendor insurance.
3. Flat rate fees must be submitted prior to festival by August 10, 2018. Make money orders payable to LIFT, Inc. Proof of food handler's certificate must be supplied.
4. Hours of operation are Friday 5 p.m. to 11 p.m.; Saturday and Sunday 11:00 a.m. to 11:00 p.m.; Monday 11:00 a.m. to 9:00 p.m. Vehicles may come on the grounds each morning to make deliveries, but **MUST BE CLEAR OF THE GROUNDS BY 10:30 a.m.**
5. **CONSTRUCTION AND SET UP TIME: CONSTRUCTION AND SET UP OF BOOTHS ON THE GROUND MAY NOT BEGIN UNTIL AFTER 5:00 P.M. ON WEDNESDAY PRIOR TO OPENING ON FRIDAY FOR ALL LOCAL NON-PROFIT ORGANIZATIONS. ALL PROFESSIONAL VENDORS MUST BE HERE AND BE READY TO BE SPOTTED AUG. 30th AT 1 P.M. THURSDAY OR THEY WILL FORFEIT THEIR SPOT. ALL WORK MUST BE COMPLETED BY 2:00 P.M. FRIDAY WITH TOOLS AND VEHICLES CLEAR OF THE AREA.**
6. **LEAVING THE FESTIVAL OR CLOSING YOUR CONCESSION PRIOR TO THE NORMAL MONDAY EVENING END WILL RESULT IN AUTOMATIC FORFEITING RIGHTS IN THE FUTURE FESTIVALS. NO MONEY WILL BE RETURNED UNLESS REVIEWED AND APPROVED BY BOARD MEMBERS.**
7. **ALL CONCESSIONS: ALL ITALIAN ITEMS SOLD MUST HAVE THE ITALIAN NAME AS WELL AS THE AMERICAN NAME. ONLY ITEMS LISTED ON YOUR APPLICATION AND APPROVED CAN BE LISTED ON YOUR SIGN.**
8. **VIOLATORS OF RULE 7 WILL BE SUSPENDED FROM FESTIVAL OPERATIONS UNTIL THE VIOLATION IS CORRECTED.**

Basic Concession Equipment Regulations and Requirements:

Electric power will be furnished no later than Friday morning. Each concession must have a breaker or fuse box and must be grounded. Health and Safety situations will be ruled on as necessary by the Festival Board. Each concession stand will have yellow light bulbs and/or covers. **NO FLASHING LIGHTS OF ANY KIND WILL BE PERMITTED.**

Hand washing facilities must be provided in concessions selling food. Each booth MUST have one 10# 40BC fire extinguisher. These should have valid inspection tags. Each booth must also have a first aid kit. All tanks must be secured with chains.

1. A complete list of items sold and **prices for each item** must accompany applications. You cannot add items after application is accepted.
2. Prices shall remain the same each day.
3. All concessions will be responsible for clean up around their booths.. Trash must be swept, bagged and placed in front of their area for pick up by the cleanup crew at closing of each day. Cooking oils and greases are not to be put in trash containers. These will be put in a special container placed at the back of the tennis courts. Be courteous to your neighbor. If you have a water leak, please correct the problem so it does not bother your neighbor.
4. On Monday evening, booths may start initial closing operation at 9:00 p.m. but no vehicles will be allowed on the grounds until after 10:00 p.m. due to safety of vendors and visitors. All trash must be cleaned up and placed in provided containers on the grounds. Concessions not complying with the Monday night clean-up of their area will be assessed an additional \$50.00 clean up fee.
5. The Festival committee, beginning at 2:30 p.m. on Friday prior to opening, will inspect all concessions. All rules and regulations must be complied with prior to operation. Someone must be in each concession starting at 2:30 p.m. until inspection is completed. After the concession has been approved and you have been given a LIFT approved concession sign on Friday, you may open for business. **If you would like to open prior to 2:30 p.m. on Friday, please indicate so on your application and alternate arrangements will be made.**
6. Any "seniority" (express or implied) in regard to booth location and/or protected item will be forfeited upon sale of your booth. Any new owner of a booth will be treated as anew vendor including, but not limited to, fees and location.
7. There will be a \$10.00 a day electric hook-up fee for all RVs and stock trucks hooked to our electricity. These fees are payable at the time of application submission. A paid camping sign will be provided at the vendor meeting that is held on Wednesday, August 29, 2018, 7:00 p.m. These are to be displayed in the RV window. **No RV will be hooked up without payment in advance.**

A VENDOR MEETING WILL BE HELD AT THE MAIN STAGE THURSDAY, AUGUST 30TH AT 7:00 PM. THIS IS A MANDATORY MEETING.

ALL DECISIONS OF THE CONCESSION CHAIRMAN WILL BE FINAL

Please include green Bollettino information sheet when returning application as this provides additional FREE advertisement for your product during our festival.

BOLLETTINO Information Form
(Please Update Your Information and Return with Application Form)
LIFT - P.O. Box 6, Clinton, IN 47842

Print or write clearly:

1. Concession: _____

2. Name of Sponsoring Group (or Individual) _____

3. Chairperson(s) _____

• Address: _____

• Phone: _____

4. List all Food and Drink items to be sold:

5. List Souvenir and/or Novelty items to be sold:

6. If an organization, for what will the proceeds be used?

7. Current officers of organization:

8. Please list how many pounds, quarts, etc of food or items used previously by your concession:

9. Other comments that might enhance a story about your concession:

