

# **2017 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, Sept. 1, 2, 3, 4). 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 set up fee must be submitted by May 30<sup>th</sup> 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. Check payable to LIFT, Inc. guarantees your spot. If you have already submitted this at the close of the 2016 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 July 10, 2017. Make checks or 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. 31 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 WILL RESULT IN AUTOMATIC FORFEITING RIGHTS IN THE FUTURE FESTIVALS.**
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. Each concession 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. LOUD SPEAKERS WILL NOT BE ALLOWED TO BE USED BY VENDORS. NO MUSIC WILL BE ALLOWED TO PROMOTE YOUR BOOTH.** Hand washing facilities must be provided in concessions selling food. Each booth will have one 10# 40BC fire extinguisher. These should have valid inspection tags. Each booth will have a first aid kit. All tanks must be secured with chains.

9. A complete list of items sold and **prices for each item** must accompany applications. You cannot add items after application is accepted.
10. Prices shall remain the same each day.
11. All concessions will be responsible for clean up around their booths and within their designated area. 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.
12. 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 \$25.00.
13. 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.**

14. 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 a new vendor including, but not limited to, fees and location.
15. 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 30, 2017, 6:00 p.m.. These are to be displayed in the RV window. **No RV will be hooked up without payment in advance.**

**ALL DECISIONS OF THE CONCESSION CHAIRMAN WILL BE FINAL**

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

Please return with application. This is FREE advertisement for your business

**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. Name of 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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. A picture is helpful. **Give dimensions and maximum electrical requirements.**

**FRONT**

**FLOOR PLAN**

**Return Applications to:**

**Sherry Newman  
9124 S 350 W  
Rosedale, IN 47874**