

2024 MAYFEST ARTS FAIR

Presented by Central Bank * May 11-12 * Concessions Application

- Fees: \$425 for full-service vendors and \$325 for single-item vendors to participate both days.
- Deadlines: Completed application package must be postmarked by [April 19, 2024](#).
- Priority will be given to current members of Downtown Lexington Partnership.
- **Please Note! The 2024 Mayfest Arts Fair will have official non-alcoholic beverage sponsor, G&J Pepsi-Cola. All vendors will only sell Pepsi products and will be required to purchase all beverage products directly from the Sponsor. More information will follow in the acceptance process.**

Company Name: _____

Owner Name: _____

Street Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

Website: _____ Email: _____

Tax ID Number: _____

Application Checklist:

- Menu: Please attach a complete menu, including prices, of products to be sold at the festival.
- Do You Need Electricity? **YES NO (If Yes: Please complete Addendum #1)**
- Booth Layout: **Please complete Addendum #2 – required with all applications.**
- Mail application to: Downtown Lexington Partnership, 333 West Vine St, Suite 206, Lexington KY 40507

PLEASE DRAW A DIAGRAM OF YOUR UNIT BELOW OR ATTACH A SEPARATE SHEET SHOWING THE FOLLOWING INFORMATION:

- A. Dimensions: Please show the dimensions of the unit itself including footage required once any serving windows are open, and any step units needed to enter and exit the unit. Include the length of the tongue/hitch, if applicable.
- B. Location (front or side, driver's side or passenger side) and size of the serving window(s). Also, please show the location of doors.
- C. Location of the electrical box inside the trailer.

MAYFEST CONCESSION VENDOR APPLICATION

Addendum #1: Electric Needs

COMPANY NAME:

FOR ELECTRICAL SERVICE, PLEASE COMPLETE THE FOLLOWING INFORMATION. Please be as specific and accurate as possible.

Do You Have A Panel Box? YES NO

If Yes, Indicate Panel Size: 110 Volts 220 Volts

How Many Amps Are In The Panel Box? _____

Is The Unit Direct Wired? YES NO

What Is The Size of the S.O. Cord? _____ What Is The Length? _____

110 Volts: How Many Appliances Will You Use? _____ (Please List Below – use extra sheet for more)

1. _____

2. _____

3. _____

220 Volts: How Many Appliances Will You Use? _____ (Please List Below – use extra sheet for more)

1. _____

2. _____

3. _____

What Type of Unit Do You Have?

Tent/Booth Rented trailer - what make? _____

Beer truck Home/Factory trailer

Push cart Other (Describe): _____

Is Unit Mobile? YES NO

Size Of Unit: _____ ft. by _____ ft. (Please see Addendum #2 for complete measurements)

Will you bring a Refrigerator Truck in addition to your main unit? YES NO

Size of Refrigerator Truck: _____ ft. by _____ ft.

Do you need access to running water? YES NO

Vendor agrees to the following:

1. To adhere to the "Temporary Food Service Guidelines" as required by the Fayette County Health Department and secure all necessary permits and licenses.
2. To comply with the "Safety Guidelines" as contained in the application packet, which includes having the unit inspected and deficiencies corrected prior to arrival.
3. Each concessions vendor agrees to stop selling promptly within the date and time limits set forth in the Agreement.
1. Each vendor will be subject to on-site inspection by the Health Department, DLP and the Division of Fire and Emergency Services.
2. Each vendor will only sell items previously approved by the DLP.
3. Each vendor will only occupy space assigned to them.
4. Each vendor will only utilize the amount of electricity requested on the application.
5. The number of locations available for food concessions is limited, and locations may change from year to year. DLP will assign all locations for concession vendors based on availability of appropriate and safe power supply and ability to offer patrons a variety of food items.
6. All food vendors must be approved by DLP and pay an entry fee per individual booth/unit in order to participate in the Event. This fee is not due until a vendor is accepted, and should not be included with this application.
7. Any vendor requested to close their booth by DLP shall immediately begin packing their supplies. All personnel, equipment, and supplies shall vacate vendor booth space within one hour of notification. Security will be strictly enforced. Any vendor having had their booth closed by DLP may be prohibited from participation in future events.

Each vendor will be subject to booth closure at the request of DLP for:

- Violation of application conditions
 - Rude, vulgar or argumentative behavior towards DLP staff, patrons, or other Festival vendors
 - Selling beverages other than sponsor products
 - Violation of vendor booth space boundaries
 - Selling unauthorized products
 - Sanitary violations
 - Safety violations
8. Mayfest Arts Fair will have official beverage sponsor(s), G&J Pepsi Cola Bottling. All soda, bottled water, juice, sport drinks, energy drinks, etc. must be purchased through the sponsor. Information will be sent with acceptance packet.
 9. All alcoholic beverage sales will be coordinated through DLP and only preapproved vendors will be permitted to serve alcoholic beverages.

CONCESSION VENDOR SAFETY GUIDELINES

The following are general safety requirements for booth-type mobile units or structures and prefabricated concession units assembled on-site, for temporary use during special events.

1. Construction must be such that sharp edges, attached equipment and drop-down counters will not cause danger to the public.
2. L.P. gas units will be inspected and must be approved for use at each location on the day of the event.
3. No open fires are allowed, but charcoal grills are permissible. You must have a grease mat under any grill to catch the grease.
4. Each unit must be equipped with an approved fire extinguisher.
5. Electrical hookups must be safely connected to appropriate power sources.
 - DLP will provide power to approved concession vendors for food-producing appliances only. Power will not be provided for comfort items such as TV's, fans, etc. A 20-amp power cord equipped with a Ground Fault Interrupter (GFI) at the vendor's end of the cord will be provided. If vendor has amperage requirements greater than 20 amps, the vendor must supply the cord.
 - In each pre-wired unit, all interior wiring must be in good repair and at no time be exposed to the public. The vendor is responsible for ensuring the wiring in all trailers/booths, including rented units, is safe and in good repair.
 - Each unit must be equipped with an approved fuse or breaker panel box. Each unit must be equipped with a power cable running from the panel box to the exterior (non-public) side of the unit and equipped with a male-type receptacle with ground. Extension cords shall not be used.
 - On 220 connections, direct wire hookup will be provided. You will be required to provide a female receptacle, short cable and connection box for your equipment if your unit is not wired for such. Units requiring 220 service must have a 4-wire electrical system instead of a 3-wire system. No 2-wire electrical system will be accepted under any circumstances.

Adherence to these safety guidelines is the sole responsibility of the vendor. Failure to comply with these guidelines can result in the ineligibility of the vendor to participate in the Festival. In order to minimize the problems at time of setup, each unit should be inspected prior to the event.

****Insurance is required for ALL concession vendors** - Certificates of Insurance listing DLP and LFUCG as additional insured will be required of all vendors accepted in Mayfest. Additional details will be available in the acceptance packets.**

In consideration of being permitted to take part in Mayfest Arts Fair the undersigned participant hereby releases, absolves, holds harmless and waives all claims against DLP, Lexington-Fayette Urban County Government for any losses or injuries of any kind whatsoever and further agrees hereby to indemnify, save and hold them harmless from and against all liability, claims, demands, damages, losses, costs and expenses (including reasonable attorney fees) which they, or any third parties, may suffer or incur as a result of the operation of food vendor's booth or business. Furthermore, food vendor has read and agrees to comply with the "Safety Guidelines" and "Temporary Food Service Guidelines".

Signature of Food Vendor

Company Name

Date