



LAUREL COUNTY HOMECOMING

2024 Laurel County Homecoming Food Vendor Guidelines

Each vendor must agree to the following rules & regulations:

1) Registration deadline is **August 1st, 2024**, however, spaces are LIMITED and will be granted on a first-come first-serve basis according to those who meet requirements. **Applications must be reviewed and you will be contacted if approved.**

2) Booths must be set up before 6:00 p.m. Friday, Aug. 16th. If Saturday only between 8:00am-10:00pm.

3) Booths **must be in operation** from: **6:00 p.m. until 11:00 p.m. Friday Aug 16th, 11:00 a.m. – 30 minutes after the Miss Laurel County Homecoming Pageant is over Saturday August 17th.**

In order to limit the confusion, we ask that you **DO NOT** break down the booth until events are over for the night. Leaving during the course of the events will be disturbing to other vendors as well as the visitors at the event. If you leave you will forfeit your ability to set up at future events. Think of this before you commit to being a vendor.

4) Vendors must supply a copy of the menu along with application. A price list is also required for all menu items. Once menus are turned in, changes in the food list and prices will not be permitted. Remember you need to be cost effective in your pricing. Refrain from changing a higher price than the average cost at a local restaurant for the same items. We want you to make a profit but be aware of our market as well.

5) Vendor placement will be based on available logistical support at any given site. Vendors must supply all electrical requirements (amps, voltage, outlets). Also indicate if you need water.

6) Vendors must meet or exceed **Laurel County Health Department Guidelines** including enhanced COVID-19 protocols.

7) Vendors must send in a **photograph of their complete set up** with their application.

8) No vehicles will be allowed in the food vendor parking area without parking passes. No Exceptions!

9) Vendors are responsible for providing their own outdoor rated, heavy duty electrical extension cord(s) from the power source to the portable unit, tables, chairs, tents, coverings and any other items necessary for the production of and selling of your products.

10) Vendors cannot exceed the number of amps submitted on the application.

11) Vendors are responsible for making all members of their group aware of all rules & regulations.

12) Vendors are responsible for providing and maintaining a safe, clean & professional operation at all times.

Parking: Vendors will receive two parking passes for the event. These will give you access to the vendor parking lot. No more than two vehicles per vendor will be allowed in this lot due to space limitations. Only cars, trucks, & storage trailers will be allowed in this lot. If you forget your passes at home, more passes will NOT be issued on site. Motor homes or campers must be parked off site.

Check-In: Your vendor lot is pre-determined by the information you provide. A Check-in station will be available. Please report there before beginning to set up. Please consider the number of vehicles attempting to load and unload during this time. Move your vehicles in & out in a timely manner.

Restocking: You will be allowed to bring your storage vehicles on-site during the specified restocking hours ONLY. Those hours are before 3:00pm on Friday, from 7:00 am until 9:00 am on Saturday and Sunday. Vehicle access exceptions will not be made.

I have thoroughly read, understand and agree to abide by the above listed items. I will not hold the Levi Jackson State Park, its employees, and agents or the Laurel County Homecoming, its Board of Directors or volunteers responsible for any accident or injury to me personally, my employees or volunteers, or damage or theft of my equipment.

Signature of Vendor

Date

2024 Food Vendor Application

August 16th and 17th, 2024

Name of Organization/Company/Individual: _____

Organization: Profit Non-profit Name of Contact Person: _____

Address: _____ City, State, Zip: _____

Telephone Number: (H) _____ (W) _____

Fax Number: _____ Email Address: _____

Will you need electricity? Yes No If Yes: 110 Volt 220 Volt

How many 110/220 volt plug-ins will your set up require: 110____ 220____

What is the total number of Amps your set up will require? _____

This total should include all equipment, light fixtures, appliances, etc. that will be used. No hardwiring will be permitted.

How many total booth attendants does your set-up require? _____

When will you be arriving for setup? Day: _____ Time: _____

Total amount of square footage required for set-up (please include booth size-tent/serving area/etc., tongue of trailer, signage, storage & grilling space) _____

SET UP: (please select what days)

FREE for Friday each 10 x 10 space _____

FREE for Saturday each 10 x 10 space _____

Checklist

Menu & Pricing Guide Copy must be included with your application.

Certificate of Insurance If available, please supply a copy with application

Photo of set-up Photo must be included with your application

Parking Passes Two will be given with paid booth rental

I have read the vendor guidelines & agree to follow all rules and regulations as set forth by the 2023 Laurel County Homecoming Board of Directors. I further understand that failure by myself or anyone associated with my organization or company to follow these guidelines may result in expulsion from the event. I also agree that no refund will be rendered if expulsion from the event occurs.

RETURN SIGNED FORMS TO:

phil@p-lconsulting.com or Laurel County Homecoming PO Box 2896 London KY 40743

Signature

Date