

# LANDMARK PARK FOOD VENDOR AGREEMENT

## GENERAL GUIDELINES

- Landmark Park will assume all sales of ice cream. Vendors are not allowed to sell this item.
- All vendors may sell soft drinks, tea, coffee, water and juice. All food items must be approved in advance.
- Duplication of items may be necessary but will be avoided when possible.
- Landmark Park will accept vendor and assign vendor booth space based on product category.
- Deposit of 50 percent of total fee and signed application must be received four weeks prior to event. Remainder of the fee must be received in Landmark Park's office no later than two week prior to the event.
- Vendors making a first time submission of application may be required to provide three (3) references including contact name and phone number.
- Only trailers and carts will be accepted for food service. No cooking tents permitted.

NOTICE: Certain events may have exclusive drink rights due to sponsorship. Please check with Park office.

## SPACE FEES & EQUIPMENT

Space rental fees are the following:

10'x10' \$125

10'x20' \$200

- Nonprofit organizations qualify for a special discount on all vendor space rental fees. For nonprofits the fee is \$75.
- Landmark Park will furnish vendor with electrical power, garbage pickup and vendor passes.

## SALES TAXES

- Food vendor shall be responsible for any and all applicable sales tax and/or any like tax related to the sale of food or products. Sales tax forms will be included in registration packets mailed to the vendor one month prior to the event. Currently the city, county and state tax is 9 percent.

## HEALTH PERMITS

It is the vendor's responsibility to ensure vendor compliance with all regulations issued by the Houston County Health Department, (334)678-2815. The Health Department needs to be contacted AT LEAST 2 WEEK PRIOR TO THE EVENT. Permit MUST be displayed the day of the Event.

## ELECTRICAL & APPLIANCE

- Per contract Landmark Park provides electrical usage. Some 220 Available. Must request.
- Vendor shall have on-hand one 100-foot extension cord (110v 12 AWG or heavier and generator if more than 20 amps are required for vendor space).

## SET-UP & TAKE-DOWN

Spring Farm Day

March 19, 8 a.m.- 5 p.m.

March 20, 7 a.m.- 9 a.m.

- All cooking materials and accessories shall be in place for operation no later than 9 a.m. the day of the event.
- All vehicles must be removed from the festival and concession area by 9 a.m. the day of the event. Special parking is available to vendors behind the fence near the concession area. NO VEHICLES ARE ALLOWED IN THE SHOW AREA AFTER 9 A.M. THE DAY OF THE EVENT.
- Food vendors must remain set up for business until 4 p.m. or until otherwise notified by Landmark Park staff.
- Food vendors shall be ready to start selling no later than 10 a.m. and continue to do business until 4 p.m. the day of the event.

- Food vendors shall be prepared to meet the demand of festival participants. It is impossible to estimate the number of participants at any event, however we are targeting the previously mentioned numbers for special events. Landmark Park makes no warranty or guarantee that this goal will be achieved.
- All vendor equipment shall be removed from the park by the vendor by 5 p.m. the day after the event. Park Hours are 9 a.m. - 5 p.m. Monday - Saturday; noon-5 p.m. Sunday

### **VENDOR BENEFITS**

- Landmark Park, through its various resources and outlets will inform the public of its events, their activities and vendors. The manner of informing the public shall be at the sole discretion of Landmark Park.
- The park will provide two (2) parking spaces per vendor for supply vehicles and/or personal vehicles in vendor parking area. (NOT IN SALES AREA)
- If supply vehicle requires electricity, it must be noted on application form. Landmark Park will make every possible attempt to meet supply vehicle requirements, but cannot guarantee access.
- Landmark Park will furnish each vendor with four (4) vendor parking passes. Additional permits are available upon request.
- Landmark Park will provide garbage pickup. All garbage must be put in TIED garbage bags and neatly stored behind vendor's facility during the event. Landmark Park reserves full right of acceptance or refusal of vendors and their assigned locations.

### **VENDOR RESPONSIBILITIES**

- Food vendors shall submit, with application to Landmark Park, a detailed list/description of its complete line of products to be sold at an event, including prices.
- Landmark Park reserves the right to reject any product due to product duplication, price or poor quality or if vendor failed to obtain approval.
- Vendor will not be permitted, at will nor at his sole discretion, to sell any product not listed and/or pre-approved. Landmark Park may ask for price adjustment on some items to insure continuity.
- Food vendors shall pay the space fee to Landmark Park. Vendor will supply their own cart or facility and work tables. All equipment and furnishings shall remain within the parameters of the area assigned to you. Blockage of aisles and walkways is not permitted.
- Once approved, changes in menu must be authorized by Landmark Park.
- Vendors shall keep their space and adjacent areas clean and attractive during event hours. Vendors shall tie all garbage bags and place them behind their space for pick-up.
- Vendor space shall be staffed by qualified vendor employees throughout the event.
- Vendors shall not assign, sublet or share space allocated.
- Cancellation within two weeks of the event will result in 50 percent forfeiture of all fees paid to date.
- Vendors and their employees shall use every measure to protect the park from all damages.
- Vendor shall be responsible for damage caused by him/her to buildings or grounds. Excessive debris left in the vendor's space shall be subject to clean-up charge. All "grey water" must be stored in holding tank and removed.

# LANDMARK PARK FOOD VENDOR APPLICATION

Special Event for which you are applying: SPRING FARM DAY, MARCH 20, 2021

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (H) (\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

## PRODUCT(S)

Describe, in detail, each item to be sold. (Attach additional sheets if necessary)

ITEM	ITEM PRICE
(ex: Philly Steak & Cheese	\$3)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## SPACE NEEDS AND RENTAL FEES

Limited 220V's Available- Adapter Required- Check one

\_\_\_\_\_ 10'x10' Space \$125 per event (nonprofit rate \$75)

\_\_\_\_\_ 10'x20' Space \$200 per event

\_\_\_\_\_ Other, specify size \_\_\_\_\_

Is electricity needed at any time? \_\_\_Yes \_\_\_ No

Is a 220V required? \_\_\_Yes \_\_\_No Amps Needed \_\_\_\_\_

Is water hook-up required? \_\_\_ Yes \_\_\_ No

Trailer or Cart, including hitch, MUST fit inside rented space.

**FOOD VENDOR'S CONTRACT**

I have read this entire application and the vendor agreement and understand that my signature is considered contractual. A signed application constitutes a contract to follow all rules and regulations and is a commitment to participate if accepted. Violations of rules and regulations will result in the closing of the vendor's booth, without refund, and the vendor will be excluded from future events at Landmark Park.

Total Concession Fee \_\_\_\_\_

50 percent Deposit Enclosed \_\_\_\_\_

Amount Due (TWO weeks prior to Event) \_\_\_\_\_

50 percent of Deposit non refundable if canceled less than 2 weeks prior to Event

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Agreed by Owner - Signature

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Vending Business Name

Date

**RETURN THE FOLLOWING TO:**

Laura Stakelum  
Landmark Park  
P.O. Box 6362  
Dothan, AL 36302

\*Completed application

\* Deposit for space rental - Checks payable to Landmark Park

\* Picture of operation

Current Houston County Health Department Permit **MUST** be displayed the day of the Event.

Incomplete applications will not be accepted for selections.

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OFFICE USE ONLY

Space # \_\_\_\_\_

Date Deposit Paid \_\_\_\_\_

Date Paid in Full \_\_\_\_\_