

2016 FESTIVAL ON THE LAKE at A.J. Jolly Park

Saturday, August 13, 2016

Dear **Food Vendor**,

The Jolly Park Community Development Council (CDC) is planning their Festival on the Lake at A.J. Jolly Park on Saturday, August 13, 2016, 11 AM to 11 PM with something for everyone. A number of activities are in the planning stages, such as a music festival with several of the top local artists, a wine festival with several of the best local/Tri-State wineries, lots of kid's activities, canoeing/kayaking, food and beverages, biking, nature walks, and local crafter displays/sales!

We are accepting applications for the following types of food vendors:

Booths: a 10' x 20' space and tent will be provided. Multiple spaces may be available. Power will be an additional charge depending on individual vendor needs.

Mobile unit spaces: self-contained vehicles or trailers that provide their own power and water systems.

The vending spaces available are inside the main festival/concert area. Since we are expecting a large crowd for the day, it is imperative that each vendor has the experience and ability to serve large numbers of people quickly for the day.

Food and general beverage sales are scheduled from 11:00 AM to 10:00 PM with the wine festival scheduled from 12:00 PM to 10:00 PM.

Please return your application by June 1, 2016 as it is important that the Jolly Park CDC knows which food vendors are coming for planning purposes. Please send your application with your check made out to "Jolly Park CDC." to the address below. Please note we do not hold spaces. Spaces are not booked until a completed application and full payment is received. Spaces are non-refundable. If you have any questions, please contact me by email at 513rents@gmail.com or by phone at 859-743-4658.

Sincerely,

Jackie Huff
Coldiron Event Rentals
7623 Production Drive
Cincinnati, Ohio 45237

2016 FESTIVAL ON THE LAKE at A.J. JOLLY PARK
FOOD VENDOR REQUIREMENTS
(Rules governing participation)

Forms: Final applications and full payments due by June 1, 2016. All checks must clear the bank by June 15, 2016 to be eligible for the festival.

1. **Set-Up and Take Down:** Setup for the festival will be between 5:00 PM and 8:00 PM on Friday, August 12, 2016 and then continue from 7:00 AM to 9:00 AM on Saturday, August 13, 2016. All setups must be complete by 9:00AM for electrical inspection and 9:30 AM for the Health Department inspection Saturday, August 13, 2016. You must be available at the inspection time! Vendors must be ready to sell to the public by 11 AM on Saturday, August 13, 2016. Takedown may not begin until 7 PM on Saturday, August 13, 2016. Complete take down must be complete by 11:30 PM Saturday, August 13, 2016. All aspects of setup and breakdown are the responsibility of the crafter. The Jolly Park CDC and Campbell County Parks and Recreation Department cannot guarantee assistance.
2. **Vehicle Unloading and Parking:** Vehicles are not allowed on the grass inside the bowl area without clearance from the Jolly Park CDC Festival Chair. All vehicles must be moved to the vendor parking area by 9:30 AM Saturday, August 13, 2016.
3. **Insurance:** All food vendors must secure Commercial General Liability insurance, including products liability with minimum limits of coverage at \$1,000,000 each occurrence and \$1,000,000 general total limit and \$1,000,000 products aggregate limit.

The Jolly Park CDC, Campbell County Fiscal Court, Campbell County Parks and Recreation, Coldiron Concessions, Inc. and its assignees must be added as additional insureds as additional insureds on said Commercial General Liability insurance, including Product Liability coverage. A Certificate of Insurance evidencing this insurance must be submitted with your application or you will not be allowed to set up your booth on the festival grounds. If you are subject to a state's worker compensation statute, the certificate of insurance should include evidence of that coverage.

4. **Food Preparation:** All food prepared for the festival must be prepared in accordance with applicable Northern Kentucky Independent Health District Rules and Regulations. To maintain consistency and authenticity of the food, all food items sold at the festival must be prepared by the vendor's employees. No open flames are permitted in booth space. Projected attendance at the one-day festival in 2016 is 8,500, assuming there is no inclement weather. Please estimate your needs accordingly.
5. **Beverages:** Food vendors are not permitted to sell soft drinks, bottled water, beer, energy drinks, or any other liquid beverages as the Jolly Park CDC will be selling those items onsite to raise funds for improvements at A.J. Jolly Park.
6. **Ice:** Vendors are responsible for their own ice. Vendors may bring their own supply or ice is available for sale at the A.J. Jolly Park ranger station through the day of the festival.
7. **Serving Area:** Each food vendor must have an attractive preparation and serving area. Food vendors serving hot items must keep hot preparation materials out of public reach. This includes ovens, dispensers, warmers and deep fat fryers. Food vendor personnel must handle all food items under the same health rules and regulations required by the Northern Kentucky Independent Health District. All food exhibitors are required to have a fire extinguisher in each booth.

8. **Electrical:** Food Vendors needing 120v/20amp service will be charged \$25 for one connection. A festival representative will visit your food booth on Saturday, August 13, 2016 at 9 a.m. with the electrical inspector who will be checking electrical connections. You must be present. Please be specific about your electrical needs on the application. If more than one 20 Amp connection is required, another electric fee is applicable. If the vendor needs to use extension cords get power from the panel to your booth, only 12, 10, or better gage extension cords are permitted. These will be checked during the electrical inspection.
9. **Wearing Apparel:** All personnel in the food booths having contact with the public must wear appropriate attire for their respective duties. Particular attention needs to be given to safety.
10. **Signs and Decorating:** Food vendors are required to display a sign or banner identifying their business. Food vendors are required to post menus and prices on a sign that can be easily seen by the public.
11. **License:** The Northern Kentucky Independent Health District requires all food vendors to be licensed. Please send a copy of your license with your application. Should the Northern Kentucky Independent Health District visit the site, vendors are responsible for any fees assessed by the District.
12. **Sanitation:** Food Vendors are responsible for maintaining acceptable standards within their booth. Each vendor is responsible for disposal of their own trash into the dumpster located on the festival grounds. Please bring bags and plan accordingly. Vendors are prohibited from using trash containers intended for festival patrons. Overflowing trash containers are not acceptable. At closing, vendors must put all boxed or bagged trash into the designated dumpster. Vendors must provide adequate personnel to comply with these garbage removal requirements. Vendors are responsible for the cleanup of all grease and food spillage at their food booth. All gray water must be disposed of in the designated location. Do not dump any substance on the grass. All grease must be removed from the site by vendor.
13. **Use of Food Exhibitor Space:** Keep the area directly in front of your booth clear of merchandise or signage. Outside space at rear of booth may be used for storage. No strolling or mobile unit sales may be set up without permission of the Jolly Park CDC. Your booth may not be closed during festival hours without permission of the Jolly Park CDC. Food vendors will use their assigned space only for the purpose of selling menu items described and identified in the Festival Agreement. All vendors must stay within their assigned 20' frontage. Vendors must specify if additional frontage space is needed as an extra charge will apply. Please contact the Jackie Huff at 859-743-4658 regarding additional frontage space.
14. **Parking Passes:** Two "food Vendor" passes are provided per space reservation. Additional passes may be purchased prior to the event for \$5.00. Passes the day of the event will be \$5.00 per person or \$10 per carload, but you will be required to park in the general patron area.
15. **Gaming:** No solicitation or inference of gaming is permitted. Sales of raffle tickets are prohibited.
16. **Campbell County Occupational License:** All food vendors who are selling items at the festival are required by law to have a Campbell County Occupational License. Attached with this package is a blank copy of said application and contact information for securing if you do not have one. Proof of said license is required to be submitted with the application before you will be approved for your space.
17. **Release and waiver:** You agree to release, hold harmless, defend and indemnify the Jolly Park Community Development Council (CDC), the Campbell County Fiscal Court, Campbell County Parks and Recreation, Coldiron Concessions, Inc., their directors, officers, employees, agents and affiliates, from any and all loss, damage, liability, cost or expense that Jolly Park Community Development Council (CDC) and the Campbell County Fiscal Court may incur or suffer as a result of any claim of any kind whatsoever arising out of your participation in 2016 Festival on the Lake. The 2016 Festival on the Lake will not be responsible for the security of your business property, personal belongings or valuables. There are no secure areas at the festival. Vendor belongings and personal items are the responsibility of the owners.

ACCOUNT ID # _____
 C3 20 _____ NEW C2 20 _____
 NAICS CODE _____
 NOTICE# _____
 INITIAL _____ DATE _____

IMPORTANT! ZONING OR OTHER PERMIT MAY BE REQUIRED BEFORE YOU BEGIN BUSINESS ACTIVITY. CONTACT CITY OR COUNTY ON REVERSE AS NEEDED FOR DETERMINATION.

1. Check one: _____ New Application or _____ Adding a city license to account # _____
 2. Check below any city where business is conducted: Make check payable to "Campbell County Fiscal Court"

Total \$ _____ X \$25 Campbell Co _____ \$75 Alexandria _____ \$25 Cold Spring _____ \$25 Fort Thomas
 _____ \$75 Highland Heights _____ \$50 Melbourne _____ \$35 Southgate _____ \$50 Woodlawn

Every business or individual subject to the Campbell County Occupational License Ordinance is required to complete this application and return it to the Campbell County Fiscal Court Occupational License Inspector.

According to an opinion (OAG 85-1) of the Kentucky Attorney General, the responses that you make to questions 4, 5, 6 and 7 below are to be provided to anyone upon request, pursuant to "Kentucky Open Records Law." **WARNING:** Statements in this application shall be made under oath, or by affirmation or by any other legally authorized manner of attesting to the truth of such statement. Any false statements made herein shall be punishable according to law.

3. Check One: Individual / Sole Proprietor (please note on Line 4 if an LLC)
 Partnership (attach a list of general partners names, home addresses & SSN)
 Corporation (attach a list of officers names, home addresses & SSN)
 Non-Profit Organization (attach IRS determination of status)

READ CAREFULLY
INSTRUCTIONS ON REVERSE
TYPE OR PRINT LEGIBLY

4. Legal Business Name: _____
 5. Trade Name or DBA (if other than #4 above): _____
 6. Brief Description of Business Activity: _____

7. Primary Business Address or Corporate Headquarters:
 No P.O. Box
 Contact Name _____
 Address _____

 City _____ State _____ Zip Code _____
 Telephone () _____

8. Campbell County, Kentucky Business Locations (Record other locations on reverse side):
 No P.O. Box
 Contact Name _____
 Address _____

 City _____ State _____ Zip Code _____
 Telephone () _____

9. Mailing Address for Quarterly Payroll Withholding Forms (Employers Only):
 Contact Name _____
 Address _____

 City _____ State _____ Zip Code _____
 Telephone () _____

10. Mailing Address for Annual Business Return
 Contact Name _____
 Address _____

 City _____ State _____ Zip Code _____
 Telephone () _____

11. Federal ID No. - AND Social Security No. - - (Individual/Sole)

12. Provide the current tax year-end month, if not December (must be the same as "federal"):

13. When did or will you start operating a business in Campbell County (whether inside or outside a city)? Mo Day Yr

14. When did or will you first pay employees for working in Campbell County and Cities? Mo Day Yr I have no employees.

15. Do you or will you use "leased" employees? Yes No If yes, include name, address and phone of leasing agency: _____

16. Do you or will you use independent contractors? Yes No If yes, attach list with name, address and phone number of contractors _____

17. If business was obtained from a previous owner, or a change in the type of organization has occurred:

Give date of acquisition or change. _____

Give name of previous owner or organization. _____

Give former trade name, if any _____

18. Will any part of business activities be performed from your home? Yes No WndwCust _____ CrdtCrd _____ Chk# _____

19. SIGNATURE:

I hereby certify that I am duly authorized to act for the applicant and the statements contained herein are true and complete. Verification will be issued upon processing completed application.

If individual sign your name: _____

If partnership signature of general partner: _____

If corporation signature of corporate officer and title: _____

Printed Name: _____ Title: _____ Date: _____

(For LLC, LLP & Corporations: List ON REVERSE the Names, Addresses and Social Security Numbers of Officers /Partners OR attach separate sheet)

For Partnerships, Corporations & S-Corporations: List the Names, Addresses and Social Security Numbers of Officers and Partners (or attach a separate sheet containing the information).

8. Campbell County, Kentucky Business Locations (Continued from #8 on Front Side) Attach additional list as necessary: No P.O. Box

Contact Name: _____ Address _____ City _____ St. _____ Zip _____ Tel. () _____ - _____

Contact Name: _____ Address _____ City _____ St. _____ Zip _____ Tel. () _____ - _____

Contact Name: _____ Address _____ City _____ St. _____ Zip _____ Tel. () _____ - _____

Instructions for Filing the Occupational License Application

General Information: Any business operating in Campbell County, Kentucky is required to complete this occupational license application (ref. Ordinance R-34-78, as amended). Campbell County Fiscal Court serves as the Occupational Tax collection agent for the Cities of Alexandria, Cold Spring, Fort Thomas, Highland Heights, Melbourne, Southgate and Woodlawn, Kentucky. Any business operating in a city is required to obtain an occupational license for that City as well as the County. Contact the Occupational License Office for more information or access our website www.campbellcountky.org/occllic.htm.

Instructions: Any Occupational License Application that is incomplete and/or incorrect will be returned to the applicant. Please be sure to review the Occupational License Application to ensure that all requested information is included. Incomplete License Applications will be returned and this may result in a delay in the processing of the Occupational License. The license application fee is non-refundable.

- 1, 2. The License application fee for Campbell County is \$25. If the business is operating in any city, the fee for Campbell County must also be checked and paid. The fees will be credited against the business' annual tax/fee liability for the tax year. Non-profit organizations are required to complete the license application, but will be **exempted** from the Annual Net Profit License Fee **only** if they attach a copy of the IRS Non-Profit Determination.
3. Check the box that describes the form of business organization. Attach any required documentation to the application.
4. Fill in the complete legal business name of Individual, Partnership, Corporation or Company.
5. Fill in the trade name or the name the company will conduct business under in Campbell County, Kentucky.
6. Give a brief description of business activity (ex: grocery store; drug store; restaurant).
7. Fill in the complete **primary** business address or corporate headquarters address with a contact person. No P.O. Box.
8. Fill in the complete **physical** address of the business location in Campbell County, Kentucky (if applicable). No P.O. Box.
9. Fill in the complete **mailing** address to send **Quarterly Payroll Withholding Forms (for employers only)**.
10. Fill in the complete **mailing** address to send **Annual Occupational Tax Return Forms**.
11. Corporations and Partnerships fill in the business Federal Employer Identification Number, one number to a box. Individuals/Sole Proprietors fill in their Social Security Number, one number to a box.
12. Businesses must indicate the **LAST MONTH** of the corporate fiscal year, if other than December (must be the same as "federal").
13. Enter the date on which the business began or will begin in Campbell County Kentucky (whether within or outside a City corporate limit(s)).
14. Enter the date on which the business paid or will pay employees for work in Campbell County, Kentucky.
15. If the business will use leased or temporary employees, provide the name, address and phone number of the leasing or temporary agency.
16. Check whether business uses independent contractors and list name, address and phone number of the independent contractor(s).
17. Indicate if the business was obtained from another owner or a change in organization occurred and provide information as requested.
18. Indicate whether any part of the business will be performed in a private residence.
19. **SIGNATURE BOX: MUST INCLUDE Signature, Printed name, Title and Date.**
 If the license application is for an individual or sole-proprietor, the individual must sign and date the form.
 If the license application is for a partnership, a general partner must sign and date the form.
 If the license application is for a corporation, a corporate officer must sign, include their title, and date the form.

**Attach a check payable to "Campbell County Fiscal Court" and mail with application and attachments to:
 Campbell County Fiscal Court • Occupational License Dept • PO Box 72958 • Newport, KY 41072**

City Zoning Department Telephone (ALL AREA CODE 859)			
Campbell County Tax Partnership Cities		Other Campbell County Cities	
Alexandria	635-4125	Bellevue	431-8888
Cold Spring	441-9604	California	292-3880
Fort Thomas	441-1055	Crestview	292-3880
Highland Heights	441-8575	Dayton	491-1600
Melbourne	292-3880	Mentor	292-3880
Southgate	292-3880	Newport	292-3637
Woodlawn	292-3880	Silver Grove	292-3880
		Wilder	581-8884