

**Art in the Park**  
**Sunday, May 1<sup>st</sup> 2011**  
(rain date: Sunday, May 8<sup>th</sup> 2011)

**GENERAL INFORMATION FOR INTERESTED FOOD VENDORS**  
***ALL APPLICATIONS MUST BE RECEIVED BY MARCH 1, 2011***

1. Pricing: 10x20 booth = \$300 / 10x30 booth = \$350. For single item 10x10 booth = \$150
2. Vendor check in time is 7:30 a.m. Location: South Park-12<sup>th</sup> & Massachusetts St. downtown.
3. Event begins at 10:00 am and closes at 5:00 pm. Street must be re-opened by 6:15 pm
4. You may request a space by mailing the application. All spaces are assigned on a first come, first served basis and based on items sold. Deadline for applications is March 1, 2011. Applications received after April 1, if there are still spaces available, will require a \$50.00 'late entry' fee.
5. All accepted food vendors are required to list each item they will be selling and only the items listed and accepted can be sold. Any changes must be approved in advance by the Vendor Coordinator. We strive to provide a diverse selection of reasonably-priced food items for our patrons and to avoid excessive food duplications.
6. Insurance: Vendor shall furnish Art in the Park with a valid certificate of broad form general liability, completed operations and products insurance coverage for personal injuries and property damage with combined single limits coverage of not less than \$1,000,000.00 with "Lawrence Art Guild" named as an additional insured party.
7. All vendors must pass a state health inspection prior to vending. The Kansas Department of Health and Environment website is [www.kdheks.gov](http://www.kdheks.gov)
8. Upon arrival, all vendors will be given the Kansas Department of Revenue's "Kansas Retailers Sales Tax form ST-16". Vendors are responsible for paying the appropriate tax & mailing the form in the enclosed envelope. For additional info and to find the tax rate chart, see their website: [www.ksrevenue.org](http://www.ksrevenue.org)
9. All vending vehicles that are involved in serving must be electrically ground free.
10. Sustainability: We prefer that vendors provide biodegradable (corn starch or sugar cane-based) silverware, plates and other items provided with food sold. We require that vendors not use 'single use' condiment packets. Please provide bulk condiment dispensers for all sauces, ketchup, salt, pepper, etc.
11. Electricity: Art in the Park shall provide two 20 ampere circuits. If additional electrical is needed, vendor must discuss this with Vendor Coordinator. A possible additional fee may be required for extra electrical requirements. Vendors supply their own 100 ft extension cords.
12. No refunds are given to vendors for any reason. If event is cancelled due to rain, event will take place on the following Sunday (May 8<sup>th</sup>, 2011).

Any additional questions? Contact Vendor Coordinator Madina Salaty @ 917-971-1892

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**FOOD VENDOR APPLICATION**

*ALL APPLICATIONS MUST BE RECEIVED BY **MARCH 1, 2011**  
A \$50.00 LATE FEE WILL BE ADDED TO APPLICATIONS RECEIVED AFTER APRIL 1, 2011*

YOUR NAME:

BUSINESS NAME OR BOOTH NAME:

ADDRESS:

PHONE NUMBERS

CELL:

WORK:

HOME:

EMAIL ADDRESS:

WEBSITE (if any):

YOUR EXACT BOOTH SIZE ( \_\_\_\_\_ width, \_\_\_\_\_ depth):

PAYMENT\*: Please circle one:    10x10(single item only)=\$150.00            20x10=\$300.00  
30x10=\$350.00

PLEASE LIST THE ITEMS YOU SELL AND PRICES:  
(OR ATTACH A MENU)

IF YOU ARE NOT A RETURNING VENDOR, PLEASE LIST YOUR PREVIOUS VENDING EXPERIENCE ESPECIALLY WITH OTHER MUSIC OR ART FESTIVALS. REFERENCES ARE HELPFUL:

Your completed application and payment may be emailed to our Vendor Coordinator, Madina Salaty:  
madina21 (at) aol.com

Or

Mailed to us at:

Art in the Park  
Attn: Vendor Coordinator/Madina Salaty  
P.O. Box 1357  
Lawrence KS 66044

\*Sorry but we no longer accept personal or business checks. We only accept Cashiers Checks and Money Orders. Cashiers Checks or Money Orders must be made payable to “**LAWRENCE ART GUILD**”

If you are accepted as a food vendor, you will be notified shortly and sent a contract which you will be required to sign and return. If you were **not** an Art in the Park food vendor in 2010, do not send payment at this time. Send only the application and if you are accepted, we will notify you and you can send payment at that time.

Please call or email Madina Salaty @ 917-971-1891 or madina21(at)aol.com if any questions.