

Salt Festival
Big Bone Lick State Historic Site
2019 Food Vendor Guidelines
Event Dates: October 18-20, 2019

Deadline:

Registration deadline is 10-04-19. Spaces will be granted on a first paid, first served basis, so the earlier you register, the less likelihood your registration will be denied.

Selection Process:

Food vendors are selected in such a way as to avoid over duplication of similar food offerings in an effort to keep food sales strong for each vendor. If you have questions about whether your food items will be also sold by other vendors, it is recommended that you contact Sherry Hall at (859) 384-3522.

Vendors will be notified by e-mail or regular US Mail if they have not been accepted. Vendor passes will either be mailed or issued during vendor set up. The park will return the check of any vendor whose items are deemed not acceptable to the festival theme.

Payment:

Please make checks or money orders payable to **Big Bone Lick State Historic Site**. Please note that **NO REFUNDS** will be given once the application has been accepted and processed.

Set Up:

Vendors are required to set up between 8:00 AM and 8:00 PM Thursday, October 17. Vendors are **required** to keep their booths open during the posted festival hours. Break down of booths will begin at 5:00 PM, Sunday, October 20.

Festival Hours:

FRIDAY 9:00 AM – 3:00 PM
SATURDAY 10:00 AM – 6:00 PM
SUNDAY 10:00 AM – 5:00 PM

Space/Power Needed:

The standard fee for space/power will include the requested booth space and ONE (1) outlet (either a 100 volt or a 220 volt plug-in, as indicated on application). If additional plug-ins are needed to accommodate your set-up, they must be requested on the application form and the applicable add-on fees included in your total fee payment. No exceptions. Remember that tents are not supplied by the park; vendors must provide their own setups.

Temporary Food Permits:

ALL food vendors MUST pay for and obtain a temporary food vendor license at least three days in advance of event start. Inspections will be conducted as usual on the first day of the event, but inspectors WILL NOT collect money or issue permits on that day. If you are found to be without a permit, you WILL have to break down and leave the event grounds! To obtain a permit in advance, go to the Northern Kentucky Independent Health Department website at <http://www.nkyhealth.org/Services/TemporaryFood.aspx>. Once on the page, scroll down to *Retail Food*, then select the option for *Temporary Food Permit*. Read the page, download the forms, and submit the application and fee well ahead of time to avoid difficulties and disappointment come festival time. This policy has been mandated by the NKIHD and the park will have no choice but to comply with the policy change.

Health Code Expectations:

Vendors must meet the minimum county and state health code guidelines. The County Health Department will send a representative on Friday (Day 1 of the festival) to check your food vendor setup. Anyone not set up for inspection or found to be without a valid temporary food permit on Friday at the time of inspection **WILL NOT** be permitted to conduct sales at the Salt Festival. We recommend that you get your paperwork in ahead of time to avoid disappointment and cancellation of your participation.

Enforcement of Guidelines:

Compliance inspections will be conducted throughout the festival. Failure to conform to the above detailed expectations can result in the vendor being asked to leave the festival immediately with forfeiture of registration fees. Vendors are responsible for providing and maintaining safe, clean, and professional operations at all times.

Taxes:

Vendors are responsible for collection of all appropriate state sales taxes as well as any other business taxes imposed by the area government. An official from the Kentucky Revenue Cabinet will be visiting the park during the event.

Parking:

Due to the size of the field, and in keeping with the ambiance of the festival, no vehicles of any type will be allowed within the festival area during festival hours. Vehicles will be allowed in the field for restocking each morning, but ALL vehicles must be moved from the festival grounds a minimum of 30 minutes before the festival opens each morning. Designated vendor vehicle parking will be designated in the field close to the festival grounds. Only the vehicles of persons with disabilities (verified by driver-owned, rearview mirror parking tag) will be allowed to park along the fence line – **THIS POLICY WILL BE STRICTLY ENFORCED.**

Camping:

No modern camping is permitted on the festival field. For camping arrangements at Big Bone Lick State Historic Site, please make reservations online at www.reserveamerica.com by visiting the website and entering *Big Bone Lick* in the search box. You may also call *Reserve America* at (888) 459-7275. Camping reservations are no longer made at the park site.

Vendor Contract/Application:

In order to sell your merchandise at the Salt Festival, you must sign and return the enclosed application along with your application fee. This is a requirement of the Kentucky Department of Parks.

Extension cords:

Extension cords are not provided for vendor use. Owing to the distance of some vendor locations from the power source, if electricity will be needed, it is strongly recommended that you bring a minimum of 100 feet of cord (or you will have to make-do without power).

Extra Vendor Passes:

Passes are limited to 4 per vendor. If you require more, you contact the park in advance to discuss your specific needs.

Return Vendor Application & Waiver To:

Sherry Hall, sherry.hall@ky.gov