



## Food Truck / Vendor Agreement

The number of vendor applications approved and types of vendors selected are at the sole discretion of the Organizer. Placement will be considered on a first come, first served basis and placement at the event is not guaranteed. If application is not accepted, any payment made will be fully refunded. Contact Casey Myers at [albionparkdept@frontier.com](mailto:albionparkdept@frontier.com) with questions.

**Event Name** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Event Hours** \_\_\_\_\_

**Setup Time Beginning:** \_\_\_\_\_ **Complete by:** \_\_\_\_\_

### 1. Vendor Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Description of Goods/Services: \_\_\_\_\_

### 2. Participation & Space Assignment

- Booth spaces are generally 10' x 10' unless otherwise requested and approved.
- Vendors must provide their own power & water.
- Booth placement is determined solely by the Organizer and will be indicated on a map.
- Vendors may not sublease or share booth space without written approval of the Organizer.

### 3. Fees & Payment

Vendor Fee: \$350 per event for "for-profit" vendors. **Payment Due Date** \_\_\_\_\_

(No charge for non-profit organizations.)

**\*Failure to submit payment by due date may result in forfeiture of future participation. Payments are to be made to "Town of Albion."**

### 4. Licenses, Permits & Compliance

- Vendor agrees to obtain all required licenses and permits. Failure to do so will result in denial of future applications.
- Food vendors must comply with all applicable health department regulations.
- Vendor assumes responsibility for sales tax collection and reporting.



**5. Insurance & Liability**

- Vendor must provide *either* a Certificate of Liability Insurance (COI) evidencing insurance coverage before the event date, naming “Town of Albion” as an additional insured under the applicable policy, **OR** sign a Waiver of Liability to hold harmless the Organizer of the event.
- Vendor agrees to operate in a safe and responsible manner.
- Organizer is not responsible for loss, theft, or damage to vendor property.

**6. Event Conduct & Expectations**

- Vendor agrees to be fully set up by the time indicated by the Organizer. **Set up by** \_\_\_\_\_
- Vendor agrees to remain open until the time indicated by Organizer. **Open until** \_\_\_\_\_
- Vendor may not leave until event completion, even if sold out.
- Maintain a clean, safe, and family-friendly booth. Remove all trash and debris at event conclusion.

**7. Cancellations & Weather**

- Event is rain or shine unless Organizer indicates otherwise.
- Fees are non-refundable unless otherwise stated in writing.

**8. Media Release**

***\*A media release signed by the Vendor must accompany this application.***

- I have read and agree to all stated limitations and requirements.
- I have/will provide a Board of Health certificate to serve.
- I have/will sign a Media Release.
- I have/will provide a Certificate of Insurance.
- I have/will submit payment to the Town of Albion by the stated due date.

Printed Name	Signature	Date

**Applications due to Town of Albion Parks Department no later than \_\_\_\_\_**