



2022 Food Vendor Packet

The Arts Federation (TAF) invites you to participate in the TASTE of Tippecanoe™ Saturday, June 18, 2022, from 6 pm to midnight in Downtown Lafayette!

The TASTE is the largest outdoor summer festival in mid-north Indiana. People come to Downtown Lafayette from miles around to sample delicious foods, enjoy live entertainment and meet local artists. The TASTE of Tippecanoe™ is the premiere event in the Indiana market for promotion of restaurants. The event benefits TAF, which is a nonprofit arts council that supports and serves more than half of a million people in North Central Indiana.

The TASTE community festival is the primary fundraising event for TAF. Participating restaurants agree to contribute 20% of their gross event sales with TAF as a tax-deductible donation. The enclosed information sheet describes the process for determining your contribution.

We hope you will choose this opportunity to support the arts by participating in the TASTE. Enclosed are the 2022 forms and contract.

Please complete the enclosed contract, menu, service needs form, and submit them to ann@theartsfederation.org along with your restaurant's Certificate of Insurance. To expedite the promotion and marketing of the TASTE and your participation, entry fees are as follows:

- **Entry fees received or postmarked by April 1, 2022 — \$150**
- **Entry fees received or postmarked by May 1, 2022 — \$200**

Entry fees serve as a deposit and will be returned to vendors if inclement weather or other factors cancel the entire event – please note this does not apply to postponed or temporarily suspended events.

Spaces are limited and will be granted in the order paperwork is received, i.e., the first vendors to return their contracts are given priority. We cannot guarantee booth placement, though we are working hard to give returning restaurants their place as requested. Returning vendors must reply by April 1, 2022, to guarantee their same space. It is imperative that we receive your completed materials as soon as possible. Vendor may not be included in promotional materials if paperwork is returned after May 1, 2022.

All paperwork is due by May 15, 2022, or vendor participation may be revoked.

Our goal is to make the TASTE a success for you and our local arts organizations. Please let us know if you need assistance or have any questions. We're happy to help, and we hope you'll join us for the 2022 TASTE of Tippecanoe™!

Sincerely,

Ann Fields Monical
TASTE Event Director
TAF Chief Operating Officer
ann@theartsfederation.org

Jeffrey Barbee
Restaurant Liaison
TASTE Committee
jeffreyallenbarbee@outlook.com

Please direct questions to:

Ann Fields Monical
ann@theartsfederation.org
(765) 423-2787
TASTEofTippecanoe.org

2022 Food Vendor Deadlines

- Signed and Dated Contract May 1, 2022
- Entry Fee payable to TAF May 1, 2022
- Certificate of Insurance May 15, 2022
- Menu Information Form May 15, 2022*
- Service Needs Form May 15, 2022
- **Mandatory Vendor Meeting May 12, 2022, 3:30 pm**

**Menu changes after May 1, 2022 will be accepted but may not be included in the printed program.*

June 18 Event Day Timeline

| | |
|----------|---|
| 11:00 am | Vendor booth set-up begins |
| 2:00 pm | Ice available at Ice Truck |
| 4:00 pm | Vehicles must be removed from the grounds; Designated parking is available at North & 6th streets. |
| 6:00 pm | Event opens to public |
| Midnight | Event ends |

Sales & Payments

As a reminder, this community festival is the primary fundraising event for The Arts Federation (TAF). Participating vendors agree to contribute 20% of their gross event sales with TAF as a tax-deductible donation.

Tickets will be counted, and your proceeds will be distributed by check to the mailing address listed on the vendor contract no later than three weeks after the event. **Restaurant donations to the TAF will be a flat rate of 20% of total sales.**

No cash sales are permitted during the event. Restaurants are to only accept TASTE food tickets that will be sold on site. Tickets are \$1.00 each.

All restaurants wishing to sell soft drinks will be required to sell bottled Coca - Cola products at \$3.00 each and bottled water at \$2.00.

The Arts Federation Will Provide:

- 10' X 10' tent for your booth* or parking space for your food truck within the event footprint
- 20 Amp Duplex Outlet**

NOTE: Electrical Service Packet will be provided by Huston Electric and must be checked out by a restaurant representative during setup and returned to Huston Electric at the end of the night. Any Electrical Service Packets that are not returned to Huston will be charged against restaurants proceeds.

- Container for food tickets
- Additional lighting on street
- Trash cans
- Portable restrooms
- TASTE posters for your restaurant
- Admission passes for your employees***
- Special Police security and EMS stationed on-site

Participating Restaurants Will Need to Provide:

- Food for 6 hours (6 pm to midnight)
- Staff for booth
- Lighting for your booth
- Booth decorations and lighting
- Tables, table clothes, and skirting
- Cooking facilities and utensils
- Hand washing station for employees
- Paper goods and napkins (recyclable products as much as possible)
- Plasticware (recyclable products as much as possible)
- Booth clean-up (see contract)

*Extra tents and booth space are available at a rate of \$150.00

**Added 20 Amp circuits available at a rate of \$75.00 per 20 Amps

***Admission passes will be required for admission to the TASTE by all employees working your booth. To acquire wristbands, restaurant must turn in complete menu, contract, service needs form, and Certificate of Insurance to TAF. There will be no exceptions! Employees must enter on foot through Gates! No pass, no entry!

VENDOR INSURANCE REQUIREMENTS

Vendors must provide a completed Certificate of Insurance naming The Arts Federation as the Certificate Holder, located at 638 North Street, Lafayette, IN 47901, and include the following minimum insurance coverage's, limits and terms.

Commercial General Liability (Occurrence Form)

| | |
|--|-------------|
| General Aggregate (other than Prod/Comp Ops Liability) | \$2,000,000 |
| Products/Completed Operations Aggregate | \$2,000,000 |
| Personal & Advertising Injury Liability | \$1,000,000 |
| Each Occurrence | \$1,000,000 |

This insurance shall be considered PRIMARY insurance and any other insurance carried by The Arts Federation will be excess and shall not contribute to any losses arising out of the vendor's work.

Automobile Liability

All automobiles used relative to the event should have basic coverage. The Arts Federation or the TASTE of Tippecanoe is not liable for any damages incurred by or surrounding a Vendor's automobile.

Workers Compensation and Employer's Liability

| | |
|---------------------------|-------------------------|
| Workers Compensation | State Statutory Limits |
| Employer's Liability | |
| Bodily Injury by Accident | \$100,000 each accident |
| Bodily Injury by Disease | \$500,000 policy limit |
| Bodily Injury by Disease | \$100,000 each employee |

A Vendor without Workers Compensation must show proof of submission of a Clearance Certificate listing all uncovered employees releasing The Arts Federation and the TASTE of Tippecanoe of any such compensation due to injury by accident or disease.

TASTE of Tippecanoe

2022 MENU INFORMATION FORM

Menu information is due by May 1, 2022 for inclusion in the program.

PLEASE PRINT CLEARLY OR TYPE

Exact Name of Vendor _____

Contact person for TASTE _____

Cell Number _____

Email _____

MENU

Menu Items and Retail Price (\$6.00 or less in increments of \$1.00)

| | <u>Item Name</u> | <u>Price</u> | <u>Quantity</u> |
|----|------------------|--------------|-----------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |

Please note if you wish to sell soft drinks from your booth, you may only sell Coca-Cola beverages at the prices below.

- Bottled soft drinks = \$3.00
- Bottled water = \$2.00

The TASTE is a fundraising event benefiting The Arts Federation, therefore food and drink vendors are not permitted to give out any free samples. If interested in samples, contact us about sponsorship opportunities.

*****Menu changes after May 1, 2022 are accepted for the event, but may not be included in the program.***

TASTE of Tippecanoe 2022 SERVICE NEEDS FORM

This form is due to TAF no later than May 15, 2022.

PLEASE PRINT CLEARLY OR TYPE

Exact Name of Vendor _____

Contact person for TASTE _____

Cell Number _____

Email _____

ELECTRICAL EQUIPMENT TO BE USED:

Please be as specific as possible. Failure to accurately represent equipment needs and total amp load below may result in lower priority electrical service on the day of the event.

TYPE OF EQUIPMENT _____ AMPS _____

****Only TASTE supplied extension cords may be plugged into the access panel. Vendors who plug their personal cords directly into the access panel will be fined \$150.****

LOGISTICS

How many admission passes will you need for workers at the TASTE? _____

Will you need to buy ice from the TASTE? _____

Do you need a pop-up tent? Yes No

To preserve the aesthetic standards of the event, if you plan to use your own tent, you must provide dimensions and a photograph of the tent set up by May 1, 2022 for approval by the TASTE committee.

Required for Food Trucks: What is the length of your food truck? _____

ADDITIONAL NEEDS

How many additional pop-up tents will you need for your restaurant? _____ (\$150.00 each)

How many additional 20 Amp circuits will you need? _____ (\$75.00 each)

2022 TASTE of Tippecanoe

Vendor Contract

This Vendor Contract (**Contract**) is between The Arts Federation, Inc., (**TAF**), and _____ (**Vendor**) for the 2022 TASTE of Tippecanoe™ (**TASTE**), to be held on Saturday, June 18, 2022, from 6 pm to midnight. Vendor understands that the TASTE is a fundraising, nonprofit, family-oriented event for the sole benefit of TAF and this Contract is entered into in this spirit.

1. Vendor Space and Amenities

- a. **Booth Space:** TAF will provide booth space of 10 X 10 dimensions for use as a food booth. *In the case of a food truck, TAF will provide parking space for the truck within the footprint provided that the size of the truck is indicated on the Service Needs Form.* Vendors must disclose additional space requirements on Service Needs Form and may be required to pay for an additional booth space if need dictates.
- b. **Electrical Access:** Electrical access includes one 20 Amp duplex outlet connected directly to the access panel. Vendor understands that only TASTE provided chords may be plugged into the panel. Vendors found plugging personal chords into the panel will be fined **\$150**. There is a **\$75** fee for each additional 20 Amps. Vendor agrees to pick up and sign out Electrical Service Packet from Huston Electric during setup and return the packet in full to Huston Electric at the end of the night. Any packets that are not received in full will be charged against the Restaurants proceeds check.
- c. **Tent:** TAF will provide one (1) 10x10 "pop-up" tent for Vendor to use for shelter and service. Vendor agrees to pay a \$150.00 fee for each additional tent requested.
- d. **Duration:** TAF will make the designated site available from 11:00 am – 12:30 am. Site will be open to the public from 6:00 pm – 12:00 am midnight.

2. Entry Fee

Upon signing this Contract, Vendor will pay TAF a non-refundable Entry Fee for booth space and electricity cabling to the Vendor's designated site. Entry Fees postmarked and returned to TAF by April 1, 2022 are **\$150**. Entry Fees postmarked and returned to TAF by May 1, 2022 are **\$200**.

- a. Returning vendors same space not guaranteed if received after May 1, 2022.
- b. Vendor may not be included in promotional materials if received after May 15, 2022.

3. Responsibilities of Vendor

- a. **Use of Space:** Vendor will use space solely for providing food and non-alcoholic beverages during the TASTE.
- b. **Staffed at All Times:** The Vendor will provide at least one staff person on-site while any Vendor property is on-site. Sufficient staff will be provided to ensure the safety of the public and orderly use of the attraction.
- c. **Alcohol Prohibited:** No alcoholic beverages may be brought to or consumed at the booth at any time due to excise restrictions. TAF reserves the right to have Vendor staff that exhibit drunken behavior or are in possession of alcoholic beverages at the Vendor booth escorted from the TASTE site. A fine of **\$1000** will be charged if alcohol is observed in a Vendor booth or if a Vendor staff member must be removed.
- d. **Adequate Time:** The Vendor will provide services for the duration of the event. Food will be served from 6:00 pm to 12:00 midnight.
- e. **Fine for Insufficient Food.** If Vendor runs out of all product before 11:00 pm. Vendor will be charged a **\$250** fine. (First-year participants are exempt.)

- f. **End of Event and Clean Up.** Vendor will discontinue services no earlier than 12:00 midnight. Vendor will not drive any vehicle inside the event perimeter until 12:30 am. The site will be cleaned: trash, food, and property removed no later than 1:30 am.
- g. **Fine for Insufficient Clean Up.** If Vendor leaves any trash, trash bags, food, boxes, containers, etc., at site, Vendor will be charged a minimum **\$250** fine for clean up.
- h. **Removal of Spills:** Vendor will use appropriate methods to clean grease and other spills at the site. Vendor will be financially responsible for any damage to street made by grease and other spills at the site. Cost of damage will be deducted from ticket settlement. Vendor will be charged a minimum **\$250** fine for clean-up. Gray Water Buckets are not to be used for anything but Gray Water.
- i. **Ice:** Vendor will be responsible for its own ice and storage. Ice will be available for purchase from the TASTE at market price, from 2:00 pm to 3:30 pm.
- j. **Vendor Employee Worker Compensation Insurance.** Vendor is responsible for carrying all required Worker's Compensation Insurance for any paid employees on site and will provide proof of Worker Compensation Insurance upon request.

4. TASTE Food Tickets.

- a. **Ticket Exchange Rate.** Vendor and TAF will determine an appropriate exchange rate for tickets purchased by TASTE patrons for use of services at booths, so that patrons may use said tickets to purchase food and/or drink at Vendor's booth.
- b. **Ticket Security.** All ticket boxes must be returned to the **Depot** at midnight following the close of the TASTE. If box is unsealed when returned, a fine of **\$500** will be charged. Please check your box when distributed and notify Restaurant Coordinator **as soon as possible, prior to** the start of the event if the box seal is damaged or broken. TAF does not assume responsibility for lost or stolen ticket boxes.
- c. Free samples are prohibited.

5. Division of Proceeds: At the conclusion of the TASTE, Vendor will provide all tickets and ticket boxes to TAF for tally. TAF will provide an accounting of the tickets taken by the Vendor, and will offer proceeds to Vendor, within three weeks after the event, as compensation for its time and resources at the TASTE. Donations to TAF from Vendors will be a flat rate of **20% of total sales.**

6. Request for Re-Count. TAF uses time-proven methods to insure accurate ticket counts. TAF will honor reasonable requests for a re-count of tickets submitted by a Vendor. TAF reserves the right to refuse unreasonable or multiple requests for re-counts. All tickets are property of TAF and will not be returned to Vendor. Tickets will be stored for forty-five (45) days after the TASTE and then destroyed.

7. Fraudulent Tickets. Fraudulent tickets found in a Vendor ticket box will result in a **\$1000** fine and permanent exclusion from future TASTE Events.

8. Hold Harmless Clauses:

- a. **Indemnity:** Vendor hereby agrees to hereby indemnify and shall hold harmless (including reasonable attorney's fees) The Arts Federation (TAF), and its officers, agents, and assigns, against all liability to Vendor or to third parties arising from the operation of a booth at the TASTE.
- b. **Risk of Loss/Liability:** Vendor assumes all risks associated with participation in the TASTE, including, but not limited to, property theft and damage, personal injury (including death), property damage, weather-related elements, and any other risks associated with Vendor booth.
- c. **Liability for Employees:** Vendor assumes all liability for actions of its employees, agents, and assigns, for any property damage of personal injury caused by activities at Vendor booth.

- d. **Safety on Premises:** Vendor agrees to be fully responsible for conditions and safety at the Vendor's booth, including any area around the Vendor booth where Vendor's employees or agents may be working. Any vehicles driven into the footprint must be fully insured and all liabilities surrounding damage due to or resultant from said vehicle is assumed in full by the Vendor.
- e. **Indemnification — Legal Action:** Vendor's obligation to indemnify TAF will apply to any action brought against TAF as a result of vendor's participation in the TASTE, regardless of when that action may be brought.
- f. **Liability Insurance:** By signing this Indemnity Agreement, Vendor warrants that it carries liability insurance as required and defined in Appendix A for the activities Vendor conducts at the TASTE. Vendor will provide Certificate of Insurance to TAF naming TAF as certificate holder no later than **May 15, 2022**.
- g. **Indemnity for Injuries to Vendor Employees, Relatives, and Volunteers.** Vendor agrees to indemnify and Hold Harmless TAF for any injury received by Vendor, or any Vendor Owner, Employee, Relative, or Volunteer working for or assisting, Vendor with Vendor's participation in the TASTE or present on-site or around Vendor's Booth on the day of the event.

9. Cancellation:

- a. **Cancellation of Event/Force Majeure:** If the TASTE is cancelled for any reason, this Contract will become void, with no further obligation by either party. *The Entry Fee will be returned if the entire event is cancelled, NOT if the event is postponed or temporarily suspended.*
- b. **Cancellation of Participation:** If the Vendor fails to submit all required paperwork by May 15, 2022 (Certificate of Insurance, service needs, and menu items) and/or Vendor fails to attend the mandatory Vendor meeting, Vendor's privilege of participation in the event may be revoked and the Entry Fee will **NOT** be returned.
- c. **Cancellation by Vendor:** If the Vendor cancels within four (4) weeks of the TASTE or fails to show for any reason, Vendor will forfeit all deposits and fees already paid as compensatory damages and will lose priority status for future TAF events.
- d. **Temporary Suspension:** Vendor acknowledges the possibility of temporary suspension of operations by emergency management services due to severe weather and that temporary suspension of the TASTE is not the same as cancellation of the event.

10. Disclaimer of Warranties: TAF makes no warranties regarding the fitness of the booth space assigned to the Vendor, the profitability of the booth, or any other warranty concerning the participation of the Vendor in the TASTE.

11. Guarantee of Space. Booth space is limited; space will only be guaranteed if the signed Contract and Entry Fee are returned before the deadline stated on the first page of this Contract.

Acknowledgements Follow on Proceeding Page

The TASTE's objective for the restaurant partners is to make participation by restaurants a rewarding and fun experience to help promote your business while supporting the arts at this annual fundraiser.

INITIAL _____

TASTE Restaurant Agreement Acknowledgements

Please return completed contract, along with your entry fee, to:

The Arts Federation
Attn: Ann Fields Monical
638 North St. Lafayette, IN 47901

PLEASE PRINT:

Exact Name of Restaurant _____

Address _____

City/State/Zip _____

Contact person for TASTE _____

Phone Number(s) _____

Email Address: _____

Cuisine Served: _____

Signature, Authorized Representative

Date

Printed Name, Authorized Representative

THE ARTS FEDERATION

Tetia Lee, CEO
The Arts Federation
638 North Street Lafayette, IN 47901
(765) 423-2787
TASTEofTippecanoe.org

Date