



## 2026 Food Vendor Packet

The Arts Federation (TAF) invites you to participate in the TASTE of Tippecanoe on Saturday, June 20, 2026, from 5 PM – 11 PM in Downtown, Lafayette!

The TASTE is the largest outdoor summer festival in North Central Indiana. People travel to Lafayette from miles around to sample delicious foods, enjoy live entertainment, and meet local artists. The TASTE of Tippecanoe is the premier event in the Indiana market for promoting restaurants. The event benefits TAF, a non-profit arts council that supports and serves more than half a million people in 14 counties in Indiana. Some of our programming includes: After School Arts Program (ASAP), ARTreach instrument library, Wabash Walls, and the Visiting Artist Program that aims to meet the needs of underserved and under resourced populations.

Participating restaurants agree to contribute 20% **of their gross event sales** to TAF as a tax-deductible contribution. The following pages detail TASTE deadlines, general timeline, participation requirements, resources provided, and the process for calculating your contribution.

We hope you will choose this opportunity to highlight your business and support the arts by participating in the TASTE. Please complete the enclosed contract, menu, service needs form, and submit them to the Vendor Payment JotForm listed on the TASTE of Tippecanoe website, under the “Vendor Info” tab. To expedite the promotion and marketing of the TASTE and your participation, entry fees and deadlines are as follows:

- Entry fees received or postmarked by April 1, 2026 — \$150
- Entry fees received or postmarked after April 1, 2026 —\$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.

We have limited spaces available for each cuisine class/category, which will be allocated based on the order in which we receive the paperwork. Vendors who return their contracts first will be given priority of available resources and wave choice with exception of Family Zone vendors. The placement of your booth cannot be guaranteed. It is crucial that you submit all your completed materials as soon as possible. Vendors who return their paperwork after March 15, 2026, may not be included in our promotional materials.

All paperwork and fees are due by **April 15, 2026**, or TAF reserves the right to revoke participation.

Our goal is to ensure the success of the TASTE event while we showcase the unique restaurants that make Tippecanoe County special. Please don't hesitate to reach out if you need assistance or have any questions. We are here to help, and we are looking forward to having you join us for the 2026 TASTE of Tippecanoe™.

## 2026 Food Vendor Deadlines

- Signed and Dated Contract April 1, 2026
- Entry Fee payable to TAF April 15, 2026
- Certificate of Insurance April 15, 2026
- Menu Information Form \*April 15, 2026
- Service Needs Form \*\*April 15, 2026
- Mandatory Vendor Meeting May 28, 2026, 3:00 PM

*\*Menu changes after April 15, 2026, subject to approval, are possible, but may not be included in the program.*

*\*\*Any changes to Service Needs must be submitted by May 6, along with any additional fees paid.*

## June 20, 2026 Event Day Timeline

10:00 AM	Ice available at Ice Chests
11:00 AM	Wave 1 Vendors arrive for booth set-up
12:00 PM	Wave 2 Vendors arrive for booth set-up
1:00 PM	Wave 3 Vendors arrive for booth set-up
3:45 PM	Vehicles must be removed from the grounds
5:00 PM	Event opens to public
10:45 PM	Last Call for food sales
11:00 PM	Event ends / Vendor booth teardown begins
12:00 PM	Vendor vehicles allowed in event footprint
12:30 AM	ALL Vendors should be exiting the footprint

## Sales & Payments

**No cash sales** are permitted during the event. Restaurants are to only accept TASTE food tickets that will be sold on-site.

**Exchange rate:** 1 Ticket = \$1.00

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 TAF will be a flat rate of 20% of total sales.

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.

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

### **The Arts Federation Will Provide:**

- 1-10' X 10' tent for your booth\* or parking space for your food truck within the event footprint
- 1-20 Amp Duplex Outlet\*\*
- Container for food tickets
- Gray Water Bucket
- Trash cans/Trash removal
  - *TAF designated volunteers will only take trash away that is inside your provided bin(s)*
- Restroom Facilities
- TASTE posters for your restaurant, marketing services
- Admission passes for your employees\*\*\*
- Special Police security and EMS stationed on-site

### **Participating Restaurants Will Need to Provide:**

- Food for 6 hours (5 pm to 11 pm)
- Staff for booth
- Lighting & decoration for your booth
- Tables, tablecloths, 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 may be 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 at your booth. (*To acquire wristbands, a restaurant must turn in a complete menu, contract, service needs form, and Certificate of Insurance to TAF.*) After 3:45pm, employees must enter on foot through one of the Entry 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, 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

## 2026 MENU INFORMATION FORM

Menu information is due by April 15, 2026, for inclusion in event marketing services.

PLEASE PRINT CLEARLY OR TYPE

Exact Name of Vendor \_\_\_\_\_

Contact person for TASTE \_\_\_\_\_

Cell Number \_\_\_\_\_

Email \_\_\_\_\_

Please list your 4-5 menu items below. (5 items maximum\*)

In the spirit of this tasting event, and due to public requests, all food vendors must serve at least one menu item sized for tasting at 3-4 tickets, with an average price of 3-7 tickets. All menu items should be what one would consider a taste, not a full meal and not be cumbersome for attendees as they walk the event. No menu item may cost more than 7 tickets without approval from the restaurant coordinator. Approval may be given for **one** item per vendor, at maximum. These requirements may be met through size modifications to some of your regular menu offerings, i.e. from whole pizza to half, quarter or slices; whole sandwich to half, etc. Consider how this menu reflects your restaurant, and how you want attendees to experience your offerings!

## MENU

Menu Items and Retail Price (Increments of \$1.00)

Item Name	Price	Quantity
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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

*Custom-made vendor beverages are allowed within the menu list and must follow all TCHD requirements.*

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 providing samples, contact us about sponsorship opportunities.

***Menu changes after May 1, 2026, are accepted for the event, but may not be included in event marketing.***

# TASTE of Tippecanoe 2026 SERVICE NEEDS FORM

This form is due to TAF no later than April 15, 2026.

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 the 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

**Required for Food Trucks:** What are the dimensions of your food truck? (Height x Width x Depth)

## 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)

# 2026 TASTE of Tippecanoe Vendor Contract

This Vendor Contract (Contract) is between The Arts Federation, Inc., (TAF), and \_\_\_\_\_ (Vendor) for the 2026 TASTE of Tippecanoe (TASTE), to be held on Saturday, June 20, 2026, from 5 pm to 11 pm. 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 the 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 cords may be plugged into the panel. Vendors found plugging personal cords into the panel will be fined \$150. There is a \$75 fee for each additional 20 Amps. Vendor agrees to list all electrical needs before event for Huston Electric's benefit.
- c. Tent: TAF will provide one (1) 10x10 "pop-up" tent for Vendor to use for shelter and service. The vendor agrees to pay a \$150.00 fee for each additional tent requested.
- d. Duration: TAF will make the designated site available from 10:00 AM to 12:30 AM, and will set-up wave schedule. The site will be open to the public from 5:00 PM to 11:00 PM.

## 2. Entry Fee

Upon signing this Contract, the 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, 2026 are \$150. Entry Fees postmarked and returned to TAF after April 2, 2026 are \$200.

- a. Returning vendors' same space is not guaranteed, but such request may be accommodated if fees and paperwork are returned prior to March 15, 2026.
- b. Vendors may not be included in promotional materials if received after March 15, 2026.

## 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 5:00 PM to 11:00 PM.
- e. Fine for Insufficient Food. If the Vendor runs out of all products before 11 PM. The vendor will be charged a \$250 fine. (First-year participants are exempt.)
- f. End of Event and Clean Up. The vendor will discontinue services no earlier than 11 PM. The vendor will not drive any vehicle inside the event perimeter until midnight. The site will be cleaned: trash, food, and property removed no later than 1:30 AM.
- g. Fine for Insufficient Clean Up. If the Vendor leaves any trash, trash bags, food, boxes, containers, etc., at the site, The Vendor will be charged a minimum \$250 fine for excessive clean-up.
- h. Removal of Spills: The vendor will use appropriate methods to clean grease and other spills at the site. The vendor will be financially responsible for any damage to the street made by grease and other spills at the site. The cost of damage will be deducted from the ticket settlement. The 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: The vendor will be responsible for its own ice and storage. Ice will be available for purchase from the TASTE at market price.
- j. Vendor Employee Worker Compensation Insurance. The 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. TAF has a set exchange rate for tickets. **1 Ticket = \$1.00** All menu items must be listed with full dollar amounts.
- b. Ticket Security. All ticket boxes must be returned to the Volunteer Headquarters at midnight following the close of the TASTE. If the box is unsealed when returned, a fine of \$500 will be charged. Please check your box when distributed and notify the Restaurant Coordinator as soon as possible, before the start of the event if the box seal is damaged or broken. TAF does not assume responsibility for lost or stolen ticket boxes. In the event your ticket box is not returned within the designated return time and location, you may be assessed a fine of **\$500**.
- c. Free samples are prohibited.

**5. Division of Proceeds:** At the conclusion of the TASTE, the Vendor will provide all tickets and ticket boxes to TAF for counting. TAF will provide an accounting of the tickets taken by the Vendor, and will offer proceeds to the 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 ensure 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 recounts. All tickets are the 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 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 or personal injury caused by activities at Vendor booth.
- d. Safety on Premises: The vendor agrees to be fully responsible for conditions and safety at the Vendor's booth, including any area around the Vendor booth where the 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 are assumed in full by the Vendor. Indemnification — Legal Action: The vendor's obligation to indemnify TAF will apply to any action brought against TAF as a result of the vendor's participation in the TASTE, regardless of when that action may be brought.
- e. 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.  
The vendor will provide a Certificate of Insurance to TAF naming TAF as the certificate holder no later than May 1, 2026.
- f. 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 canceled 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 canceled, **NOT** if the event is postponed or temporarily suspended.*
- b. Cancellation of Participation: If the Vendor fails to submit all required paperwork by April 15, 2026 (Certificate of Insurance, service needs, and menu items) and/or the Vendor fails to attend the **mandatory** Vendor meeting, the 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, the Vendor will forfeit all deposits and fees already paid as compensatory damages and will lose priority status for future TAF events.
- d. Temporary Suspension: The 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. Booth set-up, wave and location cannot be guaranteed.

***Acknowledgements Follow on the 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.

# TASTE Restaurant Agreement Acknowledgements

Please return the completed contract, along with your entry fee, to:  
The Arts Federation  
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 Style Served: \_\_\_\_\_

\_\_\_\_\_  
Signature, Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Authorized Representative

THE ARTS FEDERATION

\_\_\_\_\_  
Tetia Lee, CEO

\_\_\_\_\_  
Date

The Arts Federation

638 North Street Lafayette, IN 47901

(765) 423-2787

TASTEofTippecanoe.org