



2024

**\*FOOD VENDOR APPLICATION**

**September 6th & 7th**

P.O. Box 243~ Middlebury, IN 46540    574-825-4300    [carmencarpenter@middleburyinchamber.com](mailto:carmencarpenter@middleburyinchamber.com)

**PLEASE COMPLETE FOR FOOD VENDOR SPACE**

DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**The number of FOOD Vendor Spaces:**

**10' W x 10' D**

\_\_\_\_\_ @ \$285.00 (before July 12th) = \$ \_\_\_\_\_

\_\_\_\_\_ @ \$310.00 (after July 12th) = \$ \_\_\_\_\_

**20' W x 10' D**

\_\_\_\_\_ @ \$310.00 (before July 12th) = \$ \_\_\_\_\_

\_\_\_\_\_ @ \$335.00 (after July 12th) = \$ \_\_\_\_\_

**Food Spaces Total: \$ \_\_\_\_\_**

Electric Needed:  No  Yes (\$25.00 per Space)

*If electricity is needed, please provide an extension cord (200 ft., ten gauge grounded.)*

Electric Total: \$ \_\_\_\_\_

**TOTAL PAYMENT: \$ \_\_\_\_\_**

**All Registration fees are non-refundable! Subleasing is not an option. Payment must be made at the time of Registration.**

**Food Vendors**  
**MUST BE COMPLETED**  
**ELECTRICAL NEEDS**

Electrical hook-up needed: 110\_\_\_\_ 220\_\_\_\_ Amps required\_\_\_\_ if you require 50 Amp, you must have a plug for 50 Amp. (No direct hardwiring plug-ins will be available for 110,220 & 50 AMP).

List all Appliances used (freezers, deep fryers, blenders, hot plates, or machines of any type.)

**NOTE: Too many appliances will leave you without ample electricity.**

Please list and be specific: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

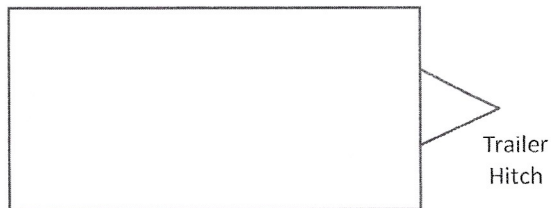
If your appliances show amperage usage, please list:  
\_\_\_\_\_  
\_\_\_\_\_

All Food Vendors without a food trailer must provide their serving tents, tables, and chairs.

Each booth will receive     One (1) 110 electrical outlet or 220 supply.

Each booth must supply     a 200' Electrical cord that is ten gauge per outlet  
                                      200' Sanitary water hose for temporary hook-up (white RV type)

Notice: If you are a food vendor with a trailer, please indicate which side of your trailer your food service window is located by placing an X on the diagram below.



**Please indicate the trailer's length from the trailer hitch's tip to the back bumper.**

**Set-Up Time:**  
**September 5 between noon and 6 PM, please**  
**call for your time slot at 574.825.4300.**



Elkhart County Health Department

## Environmental Health Services

4230 Elkhart Road Goshen, IN 46526  
Phone 574-971-4600 Fax 574-971-4599  
[health.elkhartcounty.com](http://health.elkhartcounty.com)

### TEMPORARY EVENT COORDINATOR'S APPLICATION

The organizer of an event at which temporary food establishments operate shall register with the Elkhart County Health Department at least thirty (30) days prior to the event. Temporary food services must be inspected and licensed prior to operating at the event. A separate coordinator application shall be submitted for each event.

**Please complete the application on Page 3 and attach all the information requested.**

Inspection times must be arranged **at least 14 days prior** to the event with the Health Department. The Health Department will do its best to honor the requested inspection time, however it may need to be changed due to the number of vendors present, the number of Environmentalists available to do inspections, and the time of the event.

- **It is the event coordinator's responsibility to contact the vendors and inform them of the inspection time once it is confirmed with the Health Department.**
- Vendors need to be ready for inspection at the designated time unless prior arrangements have been made.
- **At no time will the Environmentalists remain after the designated inspection times for vendors who are not ready.**
- Vendors not ready for inspection at the designated times may not be able to be licensed and will need to remove their unit from the event.
- It is the event coordinator's responsibility to ensure that unlicensed vendors DO NOT operate.
- Vendors new to Elkhart County shall contact the Health Department to discuss requirements prior to the event. Licenses from other counties and states will NOT cover events in Elkhart County.
- Failure to meet these requirements may result in the inability for food vendors to be licensed and serve food at your event.
- Temporary food service guidelines are available at [health.elkhartcounty.com](http://health.elkhartcounty.com)
- Each vendor will be responsible for their own license fee which **must be paid in advance at least 2 business days before the event.**

The fee schedule will be as follows:

Temporary Food Establishment Permit **with more than 10 days Confirmed Notice of Intent to Operate** to Environmental Health:

- 1-2 Day Events \$55.00
- 3-7 Day Events \$75.00
- 8-14 Day Events \$125.00

Temporary Food Establishment Permit **with between 2 and 10 days Confirmed Notice of Intent to Operate** to Environmental Health:

- 1-2 Day Events \$110.00
- 3-7 Day Events \$150.00
- 8-14 Day Events \$250.00

Temporary Food Establishment Permit **with less than 48 hours of Confirmed Notice of Intent to Operate** to Environmental Health:

- 1-2 Day Events \$165.00
- 3-7 Day Events \$225.00
- 8-14 Day Events \$375.00

All temporary fees owed after at least 2 days Confirmed Notice of Intent to Operate is given must be paid to the Elkhart County Office of Environmental Health no later than 3:00 pm two business days prior to the event. If Confirmed Notice of Intent to Operate is given less than 48 hours in advance of the event, the applications and fees received must be immediately paid to the office at the time such Notice is given. Fees paid after office hours must be paid by check or credit card. Licenses are **NOT** transferable. Fees are **NOT** refundable.



Elkhart County Health Department

TO BE COMPLETED BY EACH FOOD VENDOR OPERATING AT EVENT
TEMPORARY FOOD VENDOR INFORMATION FORM

Elkhart County Health Department
4230 Elkhart Road, Goshen, IN 46526
Phone: 574-971-4600
Fax: 574-971-4599

All Food Establishments must comply with the Indiana Food Code 410 IAC 7-24 and Elkhart County Code Title XI Chapter 112.

ANSWER EACH QUESTION COMPLETELY

FOOD VENDOR INFORMATION

Date of Request: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

EVENT INFORMATION

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Exact Location of Event: \_\_\_\_\_

(Street) (City) (Zip Code)

Total # of Days of Operation: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

FACILITY INFORMATION

Type of Structure: [ ] Trailer [ ] Tent [ ] Inside Building [ ] Other: \_\_\_\_\_

Type of Water Source: [ ] Tank [ ] Hose from Approved Source [ ] Other: \_\_\_\_\_

Type of Power Source: [ ] Will plug into direct source [ ] Generator [ ] Other: \_\_\_\_\_

Describe wastewater holding and disposal method: \_\_\_\_\_

Will you be preparing food on site or only heating/holding and serving foods that have been previously prepared off site? \_\_\_\_\_

IF PRE-MADE FOODS ARE NOT FROM COMMERCIAL FOOD SUPPLIERS YOU MUST SUPPLY A COPY OF THE FOOD SERVICE LICENSE FROM THE FACILITY WHERE THE FOODS ARE PREPARED. HOME BASED VENDOR FOODS CANNOT BE USED OR SOLD BY LICENSED FOOD ESTABLISHMENTS. THEY ARE NOT APPROVED FOOD SOURCES

List your food suppliers \_\_\_\_\_

Name of Certified Food Manager: \_\_\_\_\_ Certification # \_\_\_\_\_

Please List ALL foods and beverages to be prepared, sold and served: \_\_\_\_\_

Licensing fees are graduated in a three (3) tiered scale: 1)1-2 days, 2) 3-7 days, and 3) 8-14 days at a single location in conjunction with a single event or celebration. Please refer to the Elkhart County Fee Ordinance for the current fee amounts. Temporary food establishment license fees must be paid by 3:00 pm two business days before the event.

The undersigned is requesting a temporary license to operate a temporary food service establishment pursuant to ISDH Retail Food Establishment Sanitation Requirements in 410-IAC 7-24 and Elkhart County Ordinance 2005-322 Submitting this application does not guarantee a license will be issued.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN THIS FORM TO THE EVENT COORDINATOR NOT THE HEALTH DEPT.



September 6 and 7, 2024  
Held in the Parks in Downtown Middlebury  
Middlebury, Indiana 46540  
574-825-4300

[www.middleburyinchamber.com](http://www.middleburyinchamber.com)

VENDOR RULES & REGULATIONS

The following rules & regulations are to benefit **ALL** vendors at the Middlebury Chamber of Commerce Fall Festival. Your cooperation is expected and appreciated in making the festival a quality hometown experience.

**Event Hours:**

Friday 10:00 AM - 8:00 PM  
Saturday 9:00 AM - 5:00 PM

- All Vendors are required to be open both days of the event during the hours listed above. There will be no exceptions, and failure to do so would jeopardize acceptance for future festivals/events.

**Space / Availability:**

- 10' X 10' OR 20' X 10'
- Sub-Leasing is not permitted.
- Payment of space fee must be included with the vendor application

**Setup Hours:**

- Thurs (September 5) 12:00 PM – 6:00 PM
- Fri (September 6) 8:30 AM-9:30 AM - **VERY LIMITED** and must be prearranged.
- Any vendors requiring electrical hookup must contact the chamber for a timeslot.
- **Please Note:** *Electrical hookup will not be possible without a prearranged timeslot.* Schedule your timeslot in advance with: [carmencarpenter@middleburyinchamber.com](mailto:carmencarpenter@middleburyinchamber.com) or 574-825-4300 (Carmen Carpenter)

**Artisans / Crafters:**

All merchandise offered for sale must be quality merchandise. The event Coordinator /Committee has the right to dismiss any vendor that does not abide by this requirement. We intend to provide quality merchandise to our customers.

Vendors are responsible for keeping their space(s) clean at all times and removing trash. The festival provides each vendor site with disposal trash receptacle and trash receptacle liners. For vendor convenience, there is a dumpster located behind the food vendor on Brown Street. At the close of Friday night festival business, all vendors must clear their sites of debris, remove trash liners, deposit them in the dumpster on Brown Street, and replace the trash receptacle liner. At the end of the festival on Saturday evening, vendors must again free their site of debris and deposit the disposable trash receptacles in the dumpster on Brown Street. Please do so to avoid a \$50.00 cleanup fee. Failure to do so could also jeopardize acceptance for future festivals/events.



### **Commercial / Marketing Booths:**

Must be an active (2024) Middlebury Chamber of Commerce member in good standing and remain on-site during hours of operation.

### **Food Vendors:**

Food Vendors, who have a required valid food license, must purchase a one-time weekend permit from the Elkhart County Health Department. All food, including samples, must be prepackaged at their respective restaurant before being brought to the festival. **The Elkhart County Health Department must approve all food samples.**

- **The health inspector will be present Friday morning for inspections. Please be ready at 8 AM. Enclosed are new protocol for event food vendors. (Pages are front/back) Courtesy of the Elkhart Health Department.**
- If hot or cold foods are offered and are NOT prepackaged, you are responsible for your coolers, ovens/roasters.
- PLEASE NOTE 200 feet of sanitary water hose for temporary hookup (white RV type) is a requirement.
- **Food Vendors we ask you to wear gloves at all times.**
- Vendors are responsible for keeping their space(s) clean at all times and removing trash.
- The festival provides each food vendor site with disposal trash receptacles and trash receptacle liners.
- For vendor convenience, there is a dumpster located behind the food vendor on Brown Street.
- At the close of Friday night festival business, all vendors must clear their sites of debris, remove trash liners, deposit them in the dumpster on Brown Street, and replace trash receptacles with trash liners.
- At the end of the festival on Saturday evening, vendors must again free their site of debris and deposit the disposable trash receptacles in the dumpster on Brown Street. Failure to do so will result in a \$50.00 cleanup fee. Failure to do so could also jeopardize acceptance for future festivals/events.
- For-Profit food vendors will need to provide a Certificate of Insurance with your application and payment.
- **Not-for-Profit** groups are exempt from the food permit. However, you must show "not for profit status or federal tax ID number" at the time of inspection by the Elkhart County Health Department
- **ALL FOOD VENDORS MUST HAVE THE APPROPRIATE FIRE EXTINGUISHER TO BE COMPLIANT WITH INDIANA STATE HOMELAND SECURITY REGULATIONS. Please check their website for updates.**
- **Vendors' vehicles may enter the park area only to unload supplies during setup or teardown. All vehicles must be out of this area after setup. Vendors please park in public parking areas. THERE WILL BE NO PARKING ON BROWN STREET DURING THE EVENT.**

**SECURITY:**

OVERNIGHT SECURITY IS PROVIDED. However, The Middlebury Fall Festival Committee, The Middlebury Chamber of Commerce, and the Town of Middlebury are not responsible for breakage/damage of any kind or lost/stolen merchandise.

**FACILITIES:**

Port-a-lots are available in various locations. Handwashing stations and hand sanitizer stations are located throughout the designated event area.

**ELECTRICAL NEEDS:**

If applicable two hundred feet of electrical cord that is ten gauge per outlet, 50 amp plugin.

**CANOPIES:**

ALL CANOPIES ARE TO BE STAKED IN THE GROUND. (INCLUDING THOSE USING CONCRETE BLOCKS AT THE BASE) CANOPY OWNERS ARE RESPONSIBLE FOR ANY AND ALL DAMAGES CAUSED BY THEIR CANOPY. ALL CANOPY STAKES MUST BE COVERED.

**GENERAL INFORMATION:**

Any person who offensively conducts themselves, including consuming alcohol, drugs, foul language, or any other action not conducive to a respectable family festival, is subject to be removed from the premises.

**PETS: PLEASE LEAVE YOUR PETS AT HOME AS WE HAVE A NO PETS ALLOWED RULE.**

**\*PAYMENT & CANCELLATION POLICY: All registration fees are non-refundable; unless Fall Festival, Committee cancels the event. Subleasing is not an option. ALL paperwork and payment must be submitted when applying and by August 13, 2024. Only complete applications will be forwarded to the committee for approval.**

\*\*\*\*\*One week before the festival, a committee member will contact you with your setup time.

**I have read and agree to adhere to the Middlebury Fall Festival Rules and Regulations:**

**Signature** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Vendor Booth:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT 2024**

**Please sign & return the application; your application/file will not be submitted to the committee with all required documents and payment.**

**In consideration of being granted vendor space for the sale of goods, wares, or services upon lands owned or controlled by the Town of Middlebury, a municipal corporation of the State of Indiana, the undersigned hereby agrees to indemnify the Town of Middlebury and hold the Town of Middlebury harmless from and against any claims of whatever nature (including, but not limited to, claims for personal injury or death) and all costs and attorney's fees arising out of or in any manner connected with the sale of furnishing of goods, wares, or services by the undersigned, or any acts of negligence of the undersigned or any employees or agents of the undersigned.**

**The undersigned further agrees to indemnify the Middlebury Chamber of Commerce, the Middlebury Festival, and its committee members harmless from and against any claims of whatever nature (including, but not limited to, personal injury or death) and all costs and attorney's fees arising out of or in any manner connected with the sales or furnishing of goods, wares, or services by the undersigned, or any acts of negligence of the undersigned or any employees or agents of the undersigned.**

**Business** \_\_\_\_\_

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

**Date** \_\_\_\_\_