



SOUTHWEST COMMUNITY FESTIVAL SATURDAY OCTOBER 9, 2010

The Annual "Southwest Community Festival" will be held outside on the grounds of Sun Valley Community Center, on Bethany Lane, on Saturday, October 9, 2010, a one (1) day festival.

This letter is your invitation to reserve a food booth(s) at the festival. We know that we attract some of the finest arts and craft booths in the region, and we are increasing the number of booths and the quality of products sold.

- ❖ Set-Up Times: Friday, Oct. 8th - 12:00pm - 6:00 PM (No selling on Friday)
- **Booth spaces will be assigned when you setup.**
- **Water and electricity provided free to food vendors.**

You are **required** to set-up on Friday, October 8th starting at Noon. There will be security guards on the festival grounds Friday night from 8:00 pm until 7:30 am Saturday morning.

Return the application, Health Department Certificate, a self-addressed stamped envelope, and your booth(s) fee to the address on the application form. Add \$1.00 to your fee if you do not enclose a self-addressed stamped envelope.

NO VENDOR WILL BE ALLOWED TO SETUP WHO DOES NOT INCLUDE
HEALTH DEPARTMENT CERTIFICATE WITH APPLICATION.

"In the event of an extreme event(s), including EXTREMELY inclement weather, such that the SWF Committee decides that persons and/or property may be endangered by continuation of the festival, the right is reserved by the SWF Committee to cancel the event. Pre-paid vendor deposits will NOT be refunded should such a cancellation occur and the vendor agree to this policy by its submission of application."

We regret that refunds are not given for any reason. The Rules & Regulations of the Festival are on the reverse side of this letter. Looking forward to seeing you at the festival.

Sincerely,

Ray Crider

Booth Chairperson

368-1196 Website www.southwestfestival.org

**Jewish Hospital &
St. Mary's HealthCare**

RULES & REGULATIONS FOR VENDORS

Southwest Community Festival

1. Any prospective exhibitor must complete an application and contract and submit it to the Festival Committee for approval. The Festival Committee reserves the right to reject an application for booth space, with proper justification.
2. The laws prohibits games of chance using cards; dice, or money for profit. The sale/display of fireworks and obscene materials are prohibited. All material, pictures, etc. must be acceptable for families and children.
3. Any exhibitor intending to have a drawing must indicate such on their contract and must notify the Festival Committee of the winner.
4. The exhibitor shall supply his/her own cover, tables, chairs and garbage bags for their exhibit sites. Tables and chairs will not be supplied from the Sun Valley Community Center.
5. Hours for booth sales are: Saturday: 9:00 AM - 5:00 PM. No early breakdowns allowed! Vendor's material and/or equipment must be removed from the grounds by 7:00 PM on the day of the Festival.
6. Electricity will be provided for food booths and a limited number of other vendors.
7. Please include a self-addressed, stamped envelope when you return your application. (Add \$1.00 to your fee if you do not enclose a self-addressed stamped envelope.) A booth location map will be mailed to you.
8. You may set-up your booth on Friday, October 8th from Noon - 7:00 PM or on Saturday morning from 7:30 - 9:00 AM. Those not set-up during the allowed times will have to unload and transport from the parking area. No late arrivals will be accepted. Friday set-up is strongly recommended.
9. Without exception, set-up will cease and no vehicle will be allowed to stay in the Festival area after 7:00 PM on Friday Evening.
10. No alcohol allowed at the festival site. However, you may bring your own non-alcoholic refreshments. No glass bottles, please.
11. Any person(s), who is/are soliciting votes or passing out campaign material, are required to purchase a Political booth space. Large campaign signs on SWF grounds & parking facilities will require a booth space fee if candidate does not have a booth space.
12. The placing of political stickers on persons or objects is not allowed. SWF patrons have asked that this practice be discontinued because of intimidation and the litter caused by this practice.
13. No voice enhancing devices allowed in the booths or the booths area. (Microphones, bullhorns, etc.) No height extension devices allowed in the booths. (Scaffolding, ladders, etc.)
14. Vendors selling "resale" items, non-craft items, or providing information for a For-Profit entity must register as a "Commercial & Information" booth.
15. Exhibitors who do not comply with the above rules and regulations during the Southwest Community Festival will not be allowed to participate in future festivals.

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Southwest Community Festival

Food Booth Application for Saturday, October 9, 2010

PLEASE PRINT

Name/Organization: _____

Address: _____

City/State/Zip: _____

Phone: () _____

E-Mail: _____

Type of Booth: _____

Describe Activity: _____

_____ HEALTH DEPT
CERTIFICATE ENCLOSED _____ Food - \$100.00
(Mandatory)

Number of booth spaces needed: _____

Applications submitted after September 27th, add \$10.00 for late fee. Add \$1.00 to your fee if you do not enclose a self-addressed stamped envelope.

I am enclosing \$ _____

Make checks payable to Southwest Community Festival and return completed application by October 1, 2009.

1. Rules and Regulations: The applicant agrees to abide by the rules and regulations of the Southwest Community Festival that are included with this application packet.
2. Liability: Insurance will be the responsibility of the exhibitors
3. **"In the event of an extreme event(s), including EXTREMELY inclement weather, such that the SWF Committee decides that persons and/or property may be endangered by continuation of the festival, the right is reserved by the SWF Committee to cancel the event. Pre-paid vendor deposits will NOT be refunded should such a cancellation occur and the vendor agree to this policy by its submission of application."**

To the extent of its fault or strict liability, the Sponsors and the Southwest Community Festival, their agents, successors, representatives and assigns, to the extent provided by law, will release, indemnify, defend, protect, and hold each other, their affiliates, and their respective officers, directors or employees, harmless from losses, costs (including reasonable attorney fees and court and arbitration costs), expenses, claims, demands, liabilities and causes of action of every type and character arising out of the Agreement for personal injury, illness or death or loss of or damage to property.

Applicant Signature _____ Date _____

Please return completed application, "self addressed, stamped envelope", and check to:

Ray Crider
1120 Franelm Road
Louisville, KY 40214
502-368-1196
rcrider@insightbb.com Website www.southwestfestival.org

**Jewish Hospital &
St. Mary's HealthCare**



ENVIRONMENTAL HEALTH & PROTECTION
400 East Gray Street Louisville, Kentucky 40202
(502) 574-6650 F (502) 574-6657
TEMPORARY FOODSERVICE PERMIT APPLICATION

OWNER INFORMATION

Owner/Operator Name _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

FACILITY INFORMATION

Name of Concession Stand _____

Type of Food Served _____

Location _____

Phone number & Contact Name _____

List the name and location of each concession stand. Each stand will require a separate permit.
A PERMIT TO OPERATE A TEMPORARY FOODSERVICE FACILITY IS REQUIRED BY KRS 219:011 et. seq.

No person shall operate a temporary foodservice facility without first having a permit issued by Environmental Health and Protection.

Date of Operation _____

Permit Fee 1-3 Days = \$25

4-14 Days = \$30

Facility# _____

Receipt# _____

Date: _____

MAKE CHECK PAYABLE TO:
LOUISVILLE METRO GOVERNMENT

Applicant Signature _____ Date _____

Department Representative _____

Basics of Temporary Foodservice

1. Temperatures – Cold foods must be held at 45 or colder, hot foods at 140 or hotter. A metal-stem thermometer (0-220 degrees) must be provided.
2. Hand-washing (with free-flowing water wasting to a bucket). Water coolers with a spigot are ideal. Have paper towels and soap.
3. Sanitizing-Need three (3) containers of at least 2 ½ gallon size to wash, rinse in plain water, and sanitize in bleach water. Bleach water needs to be between 50-200 ppm. You will need paper test- strips to test the bleach residual.
4. Proper Storage of Food and Single Service articles. They must be stored off of the ground or the floor.
5. Cannot save potentially hazardous leftover at end of the day (because of the lack of quick cooling equipment).
6. Must provide screening when needed.