



FOOD VENDOR 2023 EVENT LIST

Overview

The City of Richmond Parks and Recreation Department is seeking food vendors for events in 2023. The event committee will have complete control over placement of food trucks/booths. Food Vendor space sizes are approximately 10'x20' – any additional space granted will be charged an additional fee.

About the Events

Easter Eggstravaganza (Saturday, April 8th 2023 – 11am-1pm): The Easter Eggstravaganza is held at Lake Reba Park – Adult Softball Complex (280 Lake Reba Drive) and typically averages 3,000 attendees. At this event we have **SNACK FOOD VENDORS ONLY**.

Tasty Tuesdays (Tuesdays April-September - 5pm-8pm): Tasty Tuesdays are held at Irvine McDowell Park (345 Lancaster Ave). This event is very laid back and there is typically a musical act. On average, there are typically 200-300 attendees each week.

Movies in the Park: Movies in the Park are held on Friday Nights at Irvine McDowell Park (345 Lancaster Ave). Movie starts at dark – Current dates are planned to be in June, July & etc but are subject to change. There are typically 100-300 attendees.

4th of July (Tuesday, July 4th 2023 - 5pm-10pm): The 4th of July Celebration is located at Lake Reba Park and typically averages between 7,000 - 10,000 attendees. At this event we have food vendors, inflatables, music, and fireworks. Attendees of the event typically arrive early in the day and the event officially begins at 5:00 PM. Music will begin at 5:00 PM and fireworks will conclude the evening, launching at 10:00 PM.

Millstone Festival (Saturday, October 7th 2023 - 11am-10pm): 2021 was the first year that the City of Richmond celebrated the Millstone Festival in Downtown Richmond on Main Street, we saw approximately 5,000 attendees. It was hosted in Downtown Richmond on a 4-block strip on Main Street. At this event we have craft vendors, food vendors, business booths, inflatables, music, a beer & wine garden, car cruise, etc. We have plans to expand the festival area moving forward. In 2022 this festival had approximately 10,000 attendees.

Halloween Hoe-Down (Thursday, October 26th 2023 - 6pm-8pm): The Halloween Hoe-Down is located in Downtown Richmond on Main Street. This event typically has 3,000-5,000 attendees. At this event we have **SNACK FOOD VENDORS ONLY**.

Please note that all dates and times are subject to changes and if registered for that event, our office will contact you regarding those changes. ATTENDANCE NUMBERS ARE NOT GUARANTEED!

Specifically, expectations are:

- Arrive on-time and be prepared to begin serving on-time;
- You may only sell what is on your submitted menu. Food prices MAY NOT change during the event;
- You will be responsible for parking/leveling your own trailer. **Autos and supply vehicles must be detached from food truck and parked in designated area by the event start time;**
- Must provide your own cords/hoses;
- You must be specific concerning power & water requirements. We cannot accommodate on the day of the event. Be prepared to provide your own generator/fuel & potable water. Multiple input extension cords are not allowed;

- The current City of Richmond beverage contract is with Pepsi brand products only. No other soft drink advertisements should be displayed anywhere at your booth. No glass bottles are permitted on site;
- You are responsible for cleaning up your area after tear-down. Vendors who do not clean up their areas will NOT be asked to return to future events. You are NOT permitted to tear down before the event ends;
- Indemnify and hold harmless the City of Richmond from and against any liability arising from the event;
- Carry necessary liability insurance as required by the City of Richmond and include them as additional insured.

Selection Criteria

Limited space available; subject to terms and conditions. Participation in previous year does NOT mean you will be guaranteed a space in 2023.

Please review the City of Richmond's new food vendor requirements. You MUST follow these. Vendors are responsible for all pertinent licenses and permits. The Health Department and Fire Marshal may inspect on site.

Food Truck Requirements & Deadline:

- Business License
- Certificate of Liability Insurance (City of Richmond listed as additionally insured)
- Health Department Mobile Food Vendor Inspection
- Fire Department Inspection (FOOD TRUCKS ONLY)
 - Please contact the Richmond Fire Department with questions regarding specific requirements for mobile food vendors or to schedule your inspection call (859) 623-1164 or email bwilson@richmond.ky.us
- Photo of Set up & Menu with prices

Please submit the information by no later than **Feb 3rd, 2023 @ 4:00pm**. The committee will review the proposals and respond no later than Feb 24th, 2023 for Tasty Tuesdays. Event applications for the other events will be sent out separately.

NOTES:

1. Due to time and number of attendees, fees vary per event;
2. Most event locations have limited electricity and every effort is made to ensure it's available, it is encouraged for vendors to bring their own generators. **There will be an extra fee for electricity usage!**
3. All proposals are subject to review and alteration based on the recommendations of the City of Richmond event committees.
4. Regardless of if your insurance or licenses are about to expire, please submit them and then send an updated copy when it's received.
5. Deadline: Packets must be mailed and/or stamped by Feb 4th, 2023 OR dropped off to Richmond Parks & Recreation Department at 345 Lancaster Ave Richmond, KY 40475.
6. Selected Food Vendors will be notified by Feb 24th, 2023.
7. Event specific applications will be mailed out prior to events, those who have returned this packed on time will be given first priority.
8. The City of Richmond reserves the right to reject any applications and extend the deadlines if necessary.
Contact Information: Lauren Kilburn lkilburn@richmond.ky.us 859-623-8753

RICHMOND PARKS AND RECREATION

FOOD VENDOR INTEREST FOR 2023 EVENTS

Please Fill Out and Return the Form Below by February 4th, 2023

Business Name: _____

Mailing Address: _____

Contact Name: _____ Cell Number _____

Email _____

Day of the Event Contact Name: _____ Cell Number _____

Email _____

Type of Food: _____ Space Needed: _____

Are you requesting on-site electric? (Extra fees apply) Yes____ No____ If so, what voltage? _____

Water Requested? Yes____ No____ Serving Side? Left____ Right____ Tent____

How long does it take to set up and be ready to sell? _____

Events Preferred: (Check which events you're interested in)

Easter Eggstravaganza (Snack only)

4th of July Celebration

Tasty Tuesdays

Millstone Festival

Movies in the Park

Halloween Hoe-Down (Snack only)

Additional Requirements: _____

PLEASE ATTACH A COPY OF THE FOLLOWING:

- *This completed form
 - *Copy of Certificate of Liability Insurance with City of Richmond listed as additionally insured
 - *Copy of City of Richmond Business License
 - *Copy of Richmond Fire Department Inspection Report (Required for mobile food vendors only)
 - *Copy of Health Department Mobile Food Vendor Inspection Report
 - *Menu with prices & Photograph of your booth
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