



**Millstone Festival
Food Vendor Agreement**

**Registration Deadline:
August 26th, 2022**

**Event Date:
Saturday, Oct 1st, 2022 | 11am-10pm**

Office Use Only

*REQUIRED INFORMATION:

Paid/Date: _____

CASH/CHECK #: _____

REC #/SQL _____

PLEASE PROVIDE ALL INFORMATION LISTED BELOW

Limited space available; subject to terms and conditions

City reserves the right to refuse any request. Placement will occur by September 13th

Business Name: _____

Contact Person: _____

Billing Address: _____

City: _____ ST _____ Zip _____

Phone: _____ Fax _____

Cell Phone: _____

Email: _____

VENDOR COST:

\$100.00

Make check payable to: **Richmond Parks and Recreation**

Mail To: Richmond Parks and Recreation Dept.

ATTN: **Lauren Kilburn**

345 Lancaster Avenue

Richmond, KY 40475

Phone: 859-623-8753

Fax: 859-624-0376

SPACE NEEDED: _____ *(TRAILERS MUST BE DROPPED)*

(Additional fees apply for space over 20 feet- call for info.) **Which side do you serve out of? Driver** _____ **Passenger** _____

Will you be using a generator? (Must be inspected by the Fire Marshal): Yes _____ No _____

HOW LONG DOES IT TAKE YOU TO COMPLETELY SET-UP AND BE READY TO SELL: _____

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Please fax/send Agreement by Aug. 26th

All payments due by Aug. 26th



The Following Information is REQUIRED to be considered for a food vendor space

- This Completed Agreement Form – Signature *required* on included waivers.
- Check here if you have submitted a 2022 Food Vendor Interest Form – You don't have to resubmit info.
- Menu with prices & Photograph of your booth
- Copy of Certificate of Liability Insurance with City of Richmond listed as an Additional Insured
- Copy of City of Richmond Business License
- Copy of City of Richmond Fire Department Inspection Report- Required for **ALL** mobile food vendors
- Copy of Health Department Mobile Food Vendor Inspection
- Payment (No Money Orders)