

May 10, 2021



Dear Mobile Vendor:

At this time, the City of Richmond plans to host the annual “Fourth of July Celebration” on Sunday, July 4, 2021, at the Ann L. Durham Lake Reba Recreational Complex. Event activities are scheduled to begin at 5:00 P.M. and will include Live Music, Food Vendors, and Fireworks. This letter contains all pertinent information and requirements for Food Vendors wishing to operate a food concession during this event. Also included is the Food Vendor Agreement which must be submitted prior to May 26th with fee and all REQUIRED paperwork as noted at the bottom of the Agreement.

Application requirements:

Agreements will be accepted until **May 26th** and must be fully completed in order to be considered. If the packet is incomplete, it will not be considered for inclusion until completed. Please note, there may be a duplication of food items offered in order to serve the anticipated number of attendees. The Event Committee will select which Food Vendors will be accepted for the event. We will notify all accepted Vendors via email by June 2nd. Those that do not get selected will receive the entry fee back in the form of a Refund Check from the City of Richmond. If the City of Richmond has to cancel or make any changes to the event due to COVID-19, a refund can be requested, otherwise, the event will be rain or shine. No refunds will be given due to weather.

IMPORTANT INFORMATION:

The Event Committee will have complete control over placement of food trucks/booths. The decision will be final.

- We do not guarantee that your food vendor application will be accepted nor do we guarantee that your designated space will be placed in the same location as previous years.
- Food Vendor space sizes are approximately 10’ x 16’. Your space needs will be evaluated based on submitted agreement. Any additional space granted will be charged an additional fee.
- An event set-up packet with your booth placement and arrival time will be sent to you at a later date.
- **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.**
- ***It is your responsibility to follow all guidelines and regulations set forth by the Richmond Fire Department. Please contact them with specific questions or concerns.***

Office of the Richmond Fire Marshal Phone: 859-623-1164
200 N. Madison Ave --- Richmond KY. 40475

- Food Vendors may only sell what is on their 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 parked in designated area by the event start-time.
- **No music** is permitted to be played from your booth.
- Booth space consists of space only. Tents, tables, chairs, electrical cords, water hoses, etc. are the responsibility of the Vendor.
- You must be very specific concerning power and water requirements in your application. 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.

(OVER)

- 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.
- Your booth must be open and ready to sell by 5:00 P.M. You may sell earlier, if ready.
- A representative from your business must be present in your booth at all times.
- 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 for future events. You are not permitted to tear down before the event ends.
- The promoters of this event make no claims either expressed or implied as to the expected attendance.
- The City of Richmond is not responsible for any lost, stolen, or damaged property.

TIMELINE:

Sunday, July 4th:

- Festival hours are 5:00 P.M. until the end of the fireworks show. (approx. 10:15 P.M.)
- **You will be mailed a scheduled time to arrive. PLEASE arrive no earlier or later than this time in order to stay on schedule. You will *not* be able to check in early or late.**
- Vendors not in their space by their scheduled arrival time risk forfeiture of their space. The 4th of July Committee will not hold, guard or guarantee your space after your scheduled arrival time. **NO EXCEPTIONS.**

Sincerely,

Brittany Pixley
 Food Vendor Coordinator
 Richmond Parks and Recreation Department
 859-623-8753
bpixley@richmond.ky.us

Helpful Information for Mobile Food Vendors

- **ALL** mobile food vendors, including food trucks and trailers, operating within the city limits of Richmond will have to have a fire inspection done by Richmond Fire Department before they can setup in 2021.
- The hood suppression system requirement has been extended until 4/1/21 by the City of Richmond. This requirement only affects trucks and trailers that will be cooking or frying foods that produce grease laden vapors inside the trucks or trailers. If cooking outside they are not required to have a system. Each truck or trailer vendor shall have (1) Class K and (1) Class ABC extinguisher. The ABC extinguisher size is 2A:10B:C which is 5lb. The class K is only used for grease fires and the ABC is used for ordinary fires. The fire suppression hood system is a NFPA code requirement which stands for National Fire Protection Agency and reads as follows:

NFPA 1 2012 50.4.3.2 Cooking equipment that's produces grease laden vapors and that might be a source of ignition of grease in the hood, grease removal devise, or duct shall be protected by fire extinguishing equipment.

NFPA 1 2012 50.4.4 and 50.4.4.1 Types of fire extinguishing equipment shall include both automatic fire extinguishing systems as the primary protection and portable fire extinguishing as secondary backup.