



## Vendor Application

**Event Name:**

\_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Please list all specific menu items you will sell:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Water:** \_\_\_\_\_ **Power Needed in Amps:** \_\_\_\_\_

All vendors must furnish their own electric surge protectors, power cords, and water hoses. Please identify the amount of electricity needed. Due to limited electricity, ROASTERS ARE NOT ALLOWED!

### **Booth Space**

One (1) stall used by any one producer / vendor. The space runs about a parking space and ¼ for visual purposes.

Please list the size and dimensions of your set up:

Food Truck \_\_\_\_\_ serving window side \_\_\_\_\_

Trailer \_\_\_\_\_ serving window side \_\_\_\_\_

Table Tent \_\_\_\_\_

**If more applications are received than space allows, priority will be given to earliest registrants.**

**Please Return Completed Application to:**

Crown Point Special Events  
183 S West St  
Crown Point, IN 46307

**Or email: [dbosse@crownpoint.in.gov](mailto:dbosse@crownpoint.in.gov)**

**Fees: \$100 per Vendor Space, includes 1 20-amp circuit  
Additional Power: \$25 per 20-amp circuit**

**Taste of Crown Point: Free to Crown Point Restaurants and Vendors**

**ALL SPACE RENTERS MUST HAVE THE FOLLOWING ON DISPLAY:**

- **LAKE COUNTY HEALTH DEPT. PERMIT**
- **A SIGN NO LESS THAN 15" X 20" IN DIMENSION WITH BUSINESS NAME, ADDRESS, & PHONE NUMBER WRITTEN IN PROMINENT LETTERS.**
- **A LIMITED MENU. This is a taste of Crown Point so please LIMIT MENU to 3 or 4 Specialties.**

**OPERATING RULES**

**VENDOR DEFINITION** - A vendor is any entity offering for sale articles for human consumption or non-edible articles that all relate to a family-friendly atmosphere. Any vendor that does not meet this definition will not be considered. **EXCLUSIVITY IS NOT GUARANTEED.** Sale of any type of consumable human food must be with the Lake County Health Dept. rules and regulations. A current Lake County Health Department Permit **MUST BE DISPLAYED AT YOUR BOOTH ON THE EVENT DAY** for any vendors with consumable products. **Vendors that wish to use tents must have weights in order to do so. Vendors must have a Certificate of Liability Insurance listing the City of Crown Point as an additional insured.** You can obtain a "COI" (Certificate of Insurance) through the insurance provider of your choice. **TO PREVENT SPILLS AND STAINS ON THE CONCRETE ALL VENDORS ARE REQUIRED TO LAY TARPS, CARDBOARD, OR SOME OTHER FORM OF MAT TO PUT UNDER SPACE.** Please be respectful and mindful of the space and help us keep it clean.

**NOTE: IT IS VERY WINDY UNDER THE PAVILION SO PLEASE PLAN ACCORDINGLY.**

**DISPLAYING & SELLING GOODS**

Vendors are not allowed to sell any alcoholic beverages. Vendors must furnish their own tables, chairs, or other display arrangements. Tents are not necessary since we will be underneath the pavilion. However, if you decide to bring a tent anyway, a pop-up tent works best. All refuse must be removed at the close of the event; uses of Event waste receptacles are solely for the attendees, not vendor refuse.

I/We agree to hold harmless the City of Crown Point, Crown Point, IN, or any person, volunteer, employee or board connected with the \_\_\_\_\_ of any/all liability due to damage and/or theft of my/our merchandise, goods, and wares kept upon premises designated by persons mentioned above. This agreement refers to any/all damage including, but not limited to; damage by heat, water, sun, rain, wind, cold, and vandalism and the like. All claims, suits, actions, debts, and costs, charges and expenses, or damages of any nature arising from any activities under this contract, including loss predicated on active or passive negligence of the indemnities.

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**Vendor Signature**

**Date**