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2025 DERBY ON MAIN FOOD VENDOR RULES, REGULATIONS & APPLICATION

BOOTH FEE & APPLICATION DEADLINE:

One Food Vendor space is \$100. Please submit completed application by April 1, 2025 along with the \$100 fee. Food Vendor space is limited, and applications will close once capacity has been reached.

SPACE INFORMATION:

Vendor is required to provide all set-up needs. All participating food vendors are required to have a professional presentation. Signage and banners need to be clean and professional looking. **ANY OUTSIDE COOKING MUST BE DONE ON A PROPANE GRILL.**

PLACEMENT:

There will be two locations designated for Derby On Main Food Vendors. Selected vendor locations will be determined by menu to prevent similar food items from being located within proximity of one another.

ELECTRICITY:

Food vendor will be responsible for providing own generator.

SETUP:

Chairpersons will be welcoming vendors on Saturday, May 3rd, from 9:30-10:30am (EST). Food vendors will have the opportunity to sell lunch and dinner menu items on May 3rd. Food vendors must close and be cleaned up by 7:30pm.

WATER:

The Marion County Chamber of Commerce does not supply water. We recommend vendor either bring water in or make arrangements with local businesses. Dirty water can be disposed of in the sewage drain as long as it has not been mixed with grease, lard or shortening.

WASTE & GREASE:

By order of the City, **DO NOT DISPOSE** of grease down the storm drains or in the streets. Vendor will need to have a way to dispose of it in a safe manner. No waste is be dumped or left behind. If this rule is not followed, food vendor will **NOT** be invited back!

BEVERAGE POLICY:

Food vendors may sell non-alcoholic beverages from their booth. Vendor can sell any product (Pepsi, Coke, etc.).

INSURANCE & TAX ID NUMBER REQUIREMENTS:

All food vendors participating in this event must have \$500,000 of liability insurance per event. Upon acceptance to the festival, vendor will be required to name Marion County Chamber of Commerce, the City of Lebanon & the County of Marion, Kentucky as an additional insured. We must receive your certificate of insurance 30 days prior to Derby On Main. In addition, all applicants must provide us with current sales tax ID number.

ADDITIONAL IMPORTANT INFORMATION:

- Temporary Food Service Permit – Marion County Health Department
270-692-3393
- Restaurant Tax to the City of Lebanon – Located at 240 West Main Street.
270-692-6272 - \$25 Due on or before April 15th
- Sales Tax to the State of Kentucky – 6%

These fees are vendor's sole responsibility. Once you have been contacted, it will be your responsibility to contact the Health Department and the City regarding the above fees.

PARKING:

Please do not leave vehicle attached to booth. There is adequate parking located at City Hall on Main Street or the Judicial Center on Spalding Avenue, given vendor location.

**2025 DERBY ON MAIN
FOOD VENDOR APPLICATION
May 3, 2025**
Application deadline is April 1st, 2025

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell: _____

Email: _____

Tax ID#: _____

REFERENCES

Please list two or three references of events you have participated in.

| | EVENT | YEAR | PHONE # |
|----|-------|-------|---------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

Please fill out your top three menu choices or attach a menu with at list of pricing.

| | MENU ITEM | PRICE |
|----|-----------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

I HAVE READ AND FULLY UNDERSTAND ALL RULES & REGULATIONS PERTAINING TO DERBY ON MAIN AND AGREE TO ABIDE BY THEM COMPLETELY IF I AM ACCEPTED. I FURTHER UNDERSTAND THAT THE CHAMBER OF COMMERCE OR ANY OF ITS ENTITIES ARE NOT RESPONSIBLE FOR LOST GOODS DUE TO THEFT, WEATHER, OR ANY OTHER UNFORSEEN INCIDENT OR LOSS. ALL ITEMS SOLD BY ME & MY COMPANY HAVE BEEN APPROVED BY THE CHAMBER OF COMMERCE AND I AGREE NOT TO SELL ANTHING OTHER THAN WHAT WAS APPROVED.

Signature: _____ Date: _____