



Dear Food Vendor:

Due to the interest in the 2011 Greenwood Freedom Festival, we thought we would get an early start. This year's event will be held on Saturday, June 25, at Craig Park.

PLEASE NOTE: Returning vendors have until February 28 to turn in their paperwork and reserve their spot in the park. Beginning March 1, space will be allocated on a first-come, first-served basis. Turn in your paperwork early so you don't lose your spot. Please contact me as soon as possible if you do not wish to return to the Greenwood Freedom Festival so I can take you off the list.

**Please remember:**

- All vendors on the south and west sides of the Craig Park parking lot will be allocated 15-feet of frontage. That is more than enough for a normal pop-up tent and will leave some breathing room between vendors. And, vendors will not be allowed to have anything (signs, tables, etc.) that stick out into the flow of traffic.
- Only non-profit, service groups that are Greenwood-based (including those affiliated with the Greenwood, Clark-Pleasant and Center Grove school districts) will be exempt from the \$250 booth fee.

Previous parking problems have been addressed. Vendor parking will be at the Craig #2 parking lot, including the grass area. The lot is within Craig Park and vendors will be able to drive to their booths after the fireworks. Please wait for a staff member to assist with parking so that we may best use the limited space. Vendors will not be able to exit the Craig #2 lot until the end of the evening.

An organizational meeting to discuss food to be served, booth locations, electricity needs, amount of food, etc. will be held **Thursday, May 19 at 6:00 p.m.** at the Greenwood Community Center, 100 Surina Way in Greenwood. The meeting should last about 45 minutes.

The festival committee has again set canned drink prices at \$0.50 and bottled water at \$1.00. There is no price restriction on fountain drinks and specialty drinks.

The booth fee is \$250. **Non-profit, service groups based in Greenwood or affiliated with the Greenwood, Clark-Pleasant or Center Grove school systems are exempt from the fee.**

Turn in your applications by February 28 because space is limited. If you are a new vendor to the event, do not assume we have space for you. Apply early and get approved early. We do not allow excessive duplication of food items. New vendors should apply prior to March 1. New approvals will be done based on need and in the order the paperwork was received by this office.

Call me at (317) 881-4545, or email, to let me know the name of the representative who will be attending the May 19 meeting. Please complete the enclosed forms and return them to me as soon as possible to reserve your space. Return to:

Greenwood Parks & Recreation, Jeff Madsen, 100 Surina Way, Greenwood, Indiana, 46143.

All applications must be complete for consideration.

Sincerely,

Jeff Madsen  
Greenwood Parks & Recreation  
100 Surina Way  
Greenwood, Indiana 46143  
(317) 881-4545  
madsenj@greenwood.in.gov



**Greenwood Freedom Festival  
June 25, 2011  
Food Vendor Application**

Name of Organization : \_\_\_\_\_

Representative: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

The following information is very important. It will determine booth placement for each organization. Most booths will have access to two 110-voltage outlets. Prepare for minimal electricity. Some booths will not have electricity.

Our group will be using the following equipment that requires 110-voltage: (Please check all that apply)

*Cotton Candy Machine* \_\_\_\_\_  
*Deep Fryer* \_\_\_\_\_  
*Snow Cone Machine* \_\_\_\_\_  
*Popcorn Popper* \_\_\_\_\_  
*Coffee Machine* \_\_\_\_\_  
*Crock Pot* \_\_\_\_\_  
*Other (please list)* \_\_\_\_\_

*Items to be sold:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**IMPORTANT REMINDERS:**

- No raffles.
- Sell food-items only.
- Canned drinks are \$0.50 and bottled water is \$1.
- No longer than 25 ft. extension cords.
- Rent only 110-voltage machines (newer models), request to see.
- The Greenwood Freedom Festival does not supply water or sewer hook ups.
- The vendor booth fee is \$250.00, payable no later than May 19, 2011.
- Bags of ice will be available on site. Price will be announced at the May 19 meeting.

**APPLICATION DEADLINE: MAY 19, 2011**

**CITY OF GREENWOOD**  
**2011 GREENWOOD FREEDOM FESTIVAL**  
**INDEPENDENT VENDOR**  
**APPLICATION & AGREEMENT FOR THE USE OF CITY PROPERTY,**  
**WAIVER AND RELEASE OF LIABILITY/INDEMNIFICATION**

Please print or type this portion of the application :

**DATE AND TIME OF EVENT: SATURDAY, JUNE 25, 2011, 5:00 P.M. – 11:00 P.M.** \_\_\_\_\_

Vendor Business, Company and/or Organization Name: \_\_\_\_\_

Vendor Business, Company and/or Organization Address: \_\_\_\_\_

If Vendor Business, Company and/or Organization is a Corporation, please state the following:

State of Incorporation: \_\_\_\_\_

Whether corporation is authorized to do business in Indiana: Yes      No

Name of Indiana Resident Agent upon whom Legal Service may be made: \_\_\_\_\_

Address of Indiana Resident Agent upon whom Legal Service may be made:

Applicant/Contact's Full, Legal Name: \_\_\_\_\_

Applicant/Contact's Permanent Residential Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_

Please specify the kind of goods, information and/or activity to be sold/promoted/distributed at booth:

All food vendor activities are subject to final approval by the City of Greenwood, its agents and employees. All vendors must comply with City ordinances, Park Board rules, Johnson County Health Department rules and Freedom Festival regulations, particularly in regard to matters of public safety. Vendors found in non-compliance with any rules and regulations will be closed and their booth rental fee will not be refunded.

I have read this application for the 2011 Greenwood Freedom Festival and the accompanying information. I hereby agree that if my business is accepted for participation, I will abide by all rules, regulations and requirements. I understand that my failure to do so will result in disqualification for participation as a Food Vendor. It is further understood that the booth fees are nonrefundable and due to the Greenwood Freedom Festival Committee, even if my business fails to participate in the event for any reason, including voluntary or involuntary termination of vendor activities by vendor, the Freedom Festival committee, city personnel or county Health Department personnel.

Signature of Owner/Corporation Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Incomplete applications will not be considered for participation in the *2011 Greenwood Freedom Festival*.

**INDEPENDENT VENDOR AGREEMENT FOR THE USE OF CITY PROPERTY,**  
**WAIVER AND RELEASE OF LIABILITY/INDEMNIFICATION**  
**2011 GREENWOOD FREEDOM FESTIVAL**

The undersigned (“**VENDOR**”) agrees and understands that he/she is an independent vendor and that the City of Greenwood, Indiana and/or the Greenwood Department of Parks and Recreation is furnishing only the opportunity for the undersigned, as an independent vendor, to utilize a City and/or Parks property and/or facility on June 25, 2011, for independent vendor purposes and is not providing responsibility, supervision or instruction. **VENDOR** agrees that for and in consideration of the use of aforementioned property and/or facility for this vendor activity, that **VENDOR** does freely and voluntarily enter into this release of liability. **VENDOR** understands and is aware of the possible damage or loss from whatever causes that may arise from the approved usage of such a property and/or facility for independent vendor activities, and agrees to assume all risks in connection with the use of this property and/or facility and forever releases and holds harmless the City of Greenwood, Indiana, its employees, officers and agents, for any and all bodily injury or personal injury known or unknown, death or property damage caused by any accident or incident which may occur as a result of their utilization of this property and/or facility for independent vendor activity.

**VENDOR** further acknowledges that he/she shall inspect the facilities and/or property prior to their usage and ensure that said facilities/property are neat, clean, safe, satisfactory for his use and purposes, and in a good state of repair, and that there are no problems with the facility and/or defects with the property posing threat of injury of any kind to any volunteers, employees, agents and/or guests of the undersigned. Should **VENDOR** find that the facilities and/or property contain any problems and/or defects, he/she shall notify a member of the City or Parks and Recreation staff immediately and shall not permit himself or any of his employees, volunteers, agents and/or guests to utilize said facilities or property until all problems and/or defects are remedied and/or eliminated. \_\_\_\_\_ (initial)

**VENDOR** agrees to abide by all the rules and regulations pertaining to such activity as may be designated by the City of Greenwood, its agents or employees. **VENDOR** further acknowledges that he/she understands that there is some danger involved in his/her organization’s participation in this event. **VENDOR** understands the risk involved and voluntarily assumes the risk of the possibility of any danger or injury to his/her person and/or others resulting from participation in this event. **VENDOR** acknowledges that to the best of his/her knowledge there are no known medical reasons why any of his/her organization’s personnel, agents, subcontractors and/or volunteers working this event can not or should not participate in this event.

The undersigned representative hereby certifies that his/her independent vendor organization is responsible for implementing and following all proper safety precautions to ensure the safety of his/her employees, volunteers, subcontractors, independent contractors, agents, guests and customers while each of the aforementioned participants is on City of Greenwood property. **VENDOR** further agrees that he/she shall be responsible for the proper conduct of the involved participants and for proper care to City of Greenwood property. **VENDOR** further agrees that he/she shall be solely responsible for the restoration of any City property used by him/her and/or his/her organization to its original condition should any damage occur or clean up following the event be required and that he/she will restore any property damage or return any property to equal or better condition if damaged by his/her employees, volunteers, subcontractors, guests and/or personnel.

In consideration for being allowed to participate in the festival, **VENDOR** agrees and agrees for his/her executors, administrators and assigns, to forever release, discharge, indemnify and hold harmless the City of Greenwood, Indiana, and its assigns, agents, servants, employees and volunteers from all claims or courses of action which may hereafter exist by reason of any loss, damage to property and/or personal injury and/or death which may be sustained by **VENDOR**, the undersigned or his/her partners, employees, guests and/or volunteers of the undersigned in consequence of being allowed to participate as a vendor at the 2011 Greenwood Freedom Festival.

Furthermore, **VENDOR** acknowledges, understands and has been advised of the possible damage or loss that may occur from the utilization of this property and/or facility for its independent vendor activity, and hereby agrees to indemnify, defend and hold harmless the City of Greenwood, its employees, agents and volunteers from and against any and all liabilities, damages, costs, expenses (including attorney's fees), demands, actions or rights of action of whatever kind or name either in law or equity, brought or caused by the undersigned, his/her family, heirs, assigns and any other party, arising from his/her utilization of this property and/or facility for their independent vendor activity.

The undersigned person signing this Agreement on behalf of **VENDOR** represents and certifies that they have been authorized to sign this Agreement on **VENDOR'S** behalf and that all action necessary to so authorize the undersigned has been taken.

The undersigned further acknowledges that he/she has read the foregoing, understands its terms and meaning and has made diligent inquiry concerning any questions about this document that he/she may have had.

I have read the waiver and release of liability/indemnification carefully and understand all the stated terms. \_\_\_\_\_ (initials of Participant)  
\_\_\_\_\_ (initials of Parent or Guardian if Participant is a minor)

**Name of Vendor, Business, Company and/or Organization:**

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**Signature of Vendor, Business, Company, Organization Owner/Corporation Officer:**

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**Name of Participant:**

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**Signature of Participant:**

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**Date:** \_\_\_\_\_

**Signature of Parent or Guardian of Minor Participant:**

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**Date:** \_\_\_\_\_

## **Official 2011 Greenwood Freedom Festival Rules**

1. No alcoholic beverages of any kind are permitted to be sold, stored or consumed on City of Greenwood property at any time before, during or after the Greenwood Freedom Festival.

2. All vendors **MUST** have completed all forms, applications, waivers, and possess current liability insurance, health department and vendor licenses. It is the responsibility of each individual vendor to ensure that his/her paperwork is in order.

**3. Food vendors must comply with Johnson County Health Department requirements and regulations. Professional vendors must contact the Johnson County Health Department at (317) 736-3772 regarding their requirements for proper permits, hand-washing stations, refrigeration and food handling. Vendors who do not comply with Health Department requirements and regulations run the risk of being shut down the day of the event. No refunds will be given to vendors who are shut down for lack of compliance with Health Department regulations and requirements. Contact the Health Department by Friday, June 17, 2011. DO NOT WAIT UNTIL THE LAST MINUTE.**

4. All vendor activities are subject to final approval by the City of Greenwood, its agents and employees. All vendors must comply with City ordinances, Park Board rules, Johnson County Health Department rules and Freedom Festival regulations, particularly in regard to matters of public safety. Vendors found in non-compliance with any rules and regulations will be closed and their booth rental fee will not be refunded.

5. All vendors are expected to coordinate their waste disposal with the Greenwood Freedom Festival organizers.



A typical crowd at the Greenwood Freedom Festival.