

Fort Vallonia Days 2024

TO FOOD VENDORS:

Fort Vallonia Days 2024 will be held on Saturday, **October 19th** and Sunday, **October 20th**.

TIMES: 9:00 am until dusk

SET UP TIMES: Friday, **October 18th**, 3:00 pm – 7:00 pm. Ask a committee member wearing a red ribbon for assistance. On Saturday, the festival begins at 9:00 am and the streets must be clear of all vehicles. We will do our best to make set-up times for food vendors, when possible, to help make the set-up process more efficient.

COST: Due to late cancellations in 2021 as well as the additional costs incurred by the festival in 2021, we altered our vendor fees and timing of those payments prior to the 2022 festival. We do continue to have a minimum cost clause to protect the vendors in the event there is bad weather driving low attendance to the festival. This is for the protection of the vendors. We expect food vendors to pay more than the minimum when the weather doesn't prevent people from coming to our festival.

2024 Costs –PLEASE READ CAREFULLY – Same cost structure as 2023

- **Vendors located on Main Street:** A charge of 20% of profits OR a minimum payment of **\$500**, whichever is greater.
- **All other Food Vendors:** A charge of 20% of profits OR a minimum payment of **\$400**, whichever is greater

If you are unsure if you are a Main Street vendor, please ask in advance. We expect food vendors to pay more than the minimum when the weather does not prevent people from coming to our festival.

2024 Payment Timing –PLEASE READ CAREFULLY – Same timing as 2023

- A **NON-REFUNDABLE deposit of \$300** must be received by **Friday, August 2nd, 2024**. In the event the weather limits the amount of our attendance, this deposit will go toward the minimum mentioned above.
- All for-profit food vendors will need to pay the remaining balance on Sunday afternoon after the festival is over.
- All non-profit organizations will need to pay the remaining balance no later than December 1st, 2024
- The below examples reflect two different scenarios for payment of a vendor located on Main Street

Example 1 of payment

Up front Non-Refundable Deposit: \$300
20% of total profits during FVD Festival: \$800
Amount owed on Sunday prior to departure: \$500

Example 2 of payment

Up front Non-Refundable Deposit: \$300
20% of total profits during FVD Festival: \$75
Amount owed on Sunday prior to departure: \$200

Any questions please call Tayler Branaman at 812-528-5878 (cell) **or email at taylerbranamanfvd@gmail.com**

Please return contract and payment to: (Checks/Money Orders made payable to: Fort Vallonia Days)

Fort Vallonia Grounds Committee c/o Tayler Branaman
6433 W Co Rd 50 N
Medora, IN 47260

A representative from Fort Vallonia Days will be at **The Whistle Stop** (located directly across the street from the post office) to accept all money, please bring your money to The Whistle Stop at the close of the festival on Sunday. **SEE REVERSE SIDE FOR FOOD VENDOR EXPECTATIONS.** Vendors not paying at least the minimum will not be invited back to the festival.

FOOD PERMITS: You will need a food permit from Jackson County Health Department to participate. If you participated in the festival last year, you should have received a notice in the mail from the Health Department. If you are new to Fort Vallonia Days, you will need to request an application. Please contact: Jackson County Health Department, 207 N. Pine Street, Seymour, IN 47274. Any questions related to food permits or if you have not received a notice yet, please contact the Health Department at 812-522-6474.

CAMPING: THERE WILL BE ABSOLUTELY **NO** ELECTRICAL HOOKUPS AVAILABLE FOR OVERNIGHT CAMPING. Area camping is available: Starve Hollow Lake and Jackson Washington State Forest at 1-866-622-6746.

MORE INFO: There will be **NO** direct water hook ups. There is a water source available at the Driftwood Township Fire Department stand, however you must provide your own container for transporting to your booth.

When returning the contract, please include an updated menu of items you will sell at Fort Vallonia Days

Food Vendor Expectations:

The success of Fort Vallonia Days is directly related to the vendors that have participated over the years. We'd like to thank you for everything you have done in the past. The future holds more challenges for us so we would like to clarify some of the expectations that we have for our food vendors.

1. Fort Vallonia Days expects **ALL** Food Vendors to be **open for all the scheduled hours** of the festival.
2. Fort Vallonia Days expects **ALL** Food Vendors to be **responsible for their own trash**. The dumpsters that are strategically located throughout the festival are for the use of our guests attending the festival and should not be filled with food packaging brought to the festival by the food vendors.
3. Fort Vallonia Days expects **ALL** Food Vendors to pay their **"FAIR SHARE."** As the crowds have increased over the years, the total amount of money collected from our Food Vendors has not. In an effort to maintain a good relationship between Fort Vallonia Days and each of its Food Vendors, we wanted to clarify our financial expectations.

20% of Profit is defined as 20% of your total Gross Sales MINUS ONLY your total direct product cost. The following examples should **NOT** be considered when calculating your product cost: Trailer Costs, Insurance Costs, Employee Costs, or any other indirect overhead costs. If you have a question of what is considered direct product cost and what is not, please locate a Fort Vallonia Grounds Committee member at the festival and ask.

The main purpose of the Festival is to showcase the history and the hospitality of our community. We pay for the upkeep of our community with the money we make each year from our Vendors. At the same time, we give you the opportunity to make money off the large crowds the festival brings.

Please pay your “FAIR SHARE.”

IMPORTANT: You are probably aware of the fire codes. All food booths where grease will be used must have a 40-B:C rated fire extinguisher. Your booth will not open unless you have one in your booth. All other booths must have a fire extinguisher with a rating of not less than 2-A:10-B:C. The biggest challenge will be spacing around booths. It is imperative I have all contracts and menus back by the deadline. Once I begin placing my booths on my charts, I will not rearrange to accommodate a late contract. Please be aware, depending on construction of booths and cooking sources, some booths may need to be moved. If you have any questions about fire codes, please contact the Fire Marshall’s office at 1-800-423-0765.

As a food vendor at FVD, it is YOUR responsibility to make sure you understand and comply with all State and Federal Health, Fire and Safety Codes prior to your arrival at our festival. Please be prepared to be inspected by the Jackson County Health Department, Indiana State Fire Marshall or the Driftwood Township Fire Department to make sure that you are complying with all state and federal regulations.

Fort Vallonia Days 2024 Food Contract

Name _____ Phone Number (s) _____

Address _____ City _____ ST _____ ZIP _____

E-mail address (if applicable) _____

Trailer size (including tongue) _____ Electrical connection needed _____

Type of equipment used: **circle from above** Do you use bottled gas? _____

List any other cooking equipment not listed _____

If you are unsure about the fire codes and whether you are compliant, please contact the Fire Marshall's office. If Fort Vallonia Days finds you are not compliant, you will not be able to open your booth until the problem is corrected. I understand I will need a fire extinguisher with the proper rating in my booth. I agree to accept all responsibility for my personal property on display or on myself during the celebration, and I will in no way hold Fort Vallonia Days, Inc. responsible for loss, theft, or breakage caused by natural causes or vandals. I also agree to keep my own area clean and will clean up completely at the close of Fort Vallonia Days. By signing below, I confirm that I have read and understand the contract in its entirety and will comply to the rules and regulations there within.

Signature: _____

Please return this entire sheet **along with a copy of the latest menu** to:

Tayler Branaman
6433 W Co Rd 50 N
Medora, IN 47260
(812)528-5878