



Savor Jackson County
Vendor Participation Form
Saturday, September 9, 2017
 Vendor Set-up 3 - 5 p.m.
 Event 6 - 9 p.m.
 Celebrations Reception & Events Center



Section 1: Vendor Information (as you want be listed in the event program)

Name of Vendor _____

_____ Booth Coordinator_

_____ Cell Phone _____

_____ Mailing Address _____

_____ City _____ State _____

_____ Zip _____ Phone _____ Email _____

_____ Please provide (or enclose) a brief description of your business/services for printing in the event program:

Section 2: Menu Items (the Chamber will be limiting duplicate menu items—be the first to turn in your form!)

Please list the items you plan to serve and how you would like them described in advertising materials, including the event program. We will not write descriptions for you and cannot accept descriptions the week of the event. Do not plan to serve items which require guests to use knives. **Please, only serve two-ounce samples. This will reduce your food cost, lower waste, and allow guests to visit more vendors.**

Limited budget this year? Bring just one or two of your most popular or most economical items!

Item #1 _____

Category: Appetizer Salad Soup/Stew Entrée Dessert Beverage

Brief Description for Event Program _____

Item #2 _____

Category: Appetizer Salad Soup/Stew Entrée Dessert Beverage

Brief Description for Event Program _____

Item #3 _____

Category: Appetizer Salad Soup/Stew Entrée Dessert Beverage

Brief Description for Event Program _____

Item #4 _____

Category: Appetizer Salad Soup/Stew Entrée Dessert Beverage

Brief Description for Event Program _____



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Vendor Booth Name:

I HAVE READ AND UNDERSTAND THE 2017 SAVOR JACKSON COUNTY VENDOR GUIDELINES.

Signed _____

Date _____

Printed Name _____

Title _____

Section 4: Booth Needs

Electricity

No Yes

If yes, please describe equipment needing electricity _____

Required: Watt and/or Voltage Needs _____

Required: Amperage Needs _____

Equipment (check all that you require, if any)

Ice – Service _____ Presentation _____ - **Health Inspectors will be testing!**

Number of employees working your booth during the event (limit 4) _____

Other booth requests

Section 5: Prep Needs

I will only use my booth's 8-foot back prep table

I will bring an outdoor trailer for cooking

Other prep needs/notes



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Section 3: Vendor Guidelines

VENDORS MUST COMPLY WITH THE ISDH RETAIL FOOD ESTABLISHMENT SANITATION REQUIREMENTS, TITLE 410 IAC 7-20. A HEALTH INSPECTOR WILL DEFINITELY BE INSPECTING YOUR BOOTH, FOOD TEMPERATURES, ETC.

- Samples are to be provided until 9pm. Do not dismantle booths early please.
- Savor will provide vendors with: one skirted 8-foot banquet table for serving, one 8-foot back table for prep (some back tables will be 8 x 1.5 feet), a booth identification sign, a participation plaque to display in your place of business, and will heavily market the event in advance.
- Vendors are responsible for providing: food and/or beverage samples for up to 500 people, staff to serve their samples, food warmers, chafing dishes, serving utensils, cork screws, extension cords (MUST indicate electricity needs in advance), and paper/plastic products or any other items needed to host the booth and serve the samples to the guests.
- Direct selling of food and beverage to attendees at Savor Jackson County is prohibited. You are encouraged, however, to conduct pre-sale orders and book reservations and/or catering orders at the event.
- **After unloading, vendor parking will be on the north side of Celebrations.**
- In order to work within the limits of the electrical system, Vendors must request electricity use on this form in advance; electricity use requests cannot be honored the week or day of the event.
- No kitchen facilities available. **All cooking/food warming techniques must be pre-approved by the Savor Jackson County Committee.**
- Onsite outdoor trailer cooking is permitted and must be indicated on this form in advance.
- Ice (5 gallon pickle buckets) will be available to vendors and must be requested on this form in advance; bus tubs will NOT be available to vendors. **Please remember to take into account that ice is needed for both presentation and service.**
- Vendors are responsible for cleaning up after themselves following the event. **Bleach water is NOT allowed** for use at your booth; please use an alternative sanitizing agent.
- Booth placement will be assigned to vendors based on (1) electricity need and (2) menu item; requests for booth placement are welcomed and will be considered but cannot be guaranteed. All booth placement assignments are final.
- Because alcohol will be served, **every person working your booth and all guests must be 21 years of age or older.** If you are serving alcohol, your servers must possess valid Indiana catering/bartending permits. You are also encouraged to card any guest who does not appear to be age 30 or older.
- Vendors are encouraged to decorate their booth and distribute coupons, flyers, and menus.
- **Hand-washing Stations: The Greater Seymour Chamber will provide one cambro, discard bucket, paper towels and soap for every two vendors. Vendors are asked to share the hand-washing stations and to refill the cambros with hot water and to discard the water at the end of the night.**

Please retain Section 3 Vendor Guidelines for reference.