



March 12, 2009

Dear Food Vendor:

The City of Florence is pleased to announce it has enhanced the July 4th Celebration scheduled on Saturday, July 4, 2009 at the Florence Government Center, 8100 Ewing Boulevard. As many of you may or may not know this event benefits local restaurants in Florence to sell their specialty dish to the public and provides the opportunity to partner with the City in a successful venture. Last year when the rain ended over 3,000 people attended.

The hours are **4:00 – 11:00 pm** allowing the crowd to purchase food two hours earlier and an additional hour after the fireworks show. The event will include rides, demonstrations, a children's area with activities, a health/wellness expo and musical performances culminating in a spectacular fireworks display.

Here's how you can become involved in this fantastic event. Rent a 10'x10' space for \$50, a 10'x10' booth for \$85 or a 10'x20' booth for \$150 and keep all proceeds. One 20 amp duplex outlet will be provided along with one light per 10'. ***This year there is a designated beverage vendor who will sell bottled soft drinks, sport drinks and bottled water.*** Complete the enclosed booth application form and return it with the fee by **Friday, June 12, 2009** to City of Florence, 8100 Ewing Blvd. Florence, KY 41042 Attn: Parks & Recreation. The Northern Kentucky Health Department ***requires*** a food permit for events serving food for five or more hours in length. Contact Ted Talley at (859) 363-2027 or download the form on their web site www.nkyhealth.org/foodservice.

If you are unable to participate and want to promote your business, there are Sponsorship opportunities available as well. For more information I can be reached at (859) 647-5439 or vanessa.lenear@florence-ky.gov.

Sincerely,

Vanessa L. Lenear, CPRP
Parks & Recreation Administrator



**City of Florence Parks & Recreation
July 4th Independence Day Program
Booth Registration Form– 2008
4:00 – 11:00 pm
There Is No Rain Date**

Please **print** when completing the form and return to the City of Florence Parks & Recreation Department prior to **Friday, June 12, 2009.**

1. Name of Business: _____
2. Mailing Address: _____
3. City/State/Zip: _____
3. Contact Person: _____
4. Phone Number: _____ Cell Number: _____
5. Fax Number: _____ E-Mail: _____
6. Type of Food Served: _____

Please note we have a vendor designated to sell beverages only!

Menu Item

Proposed Price

| <u>Menu Item</u> | <u>Proposed Price</u> |
|------------------|-----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

7. Do you need a Booth? Yes No Size 10' x 10' 10' x 20'

8. Will you donate an item to give away for the raffle? No Yes

If yes, please describe the item. _____

Booth fee will be reimbursed if event is cancelled due to inclement weather.

Booth information: **No chairs or tables provided**
No water hook ups available
One electrical outlet and one light are available per 10' booth

RENTAL FEES: \$50.00 for Space Only Booths: 10' x 10' - \$85 10' x 20' - \$150
All trailers must pay the 10' x 20' booth fee.

Rental fee due when booth application (*front page*) is submitted. Make checks payable to:
City of Florence

Submit to: City of Florence
8100 Ewing Blvd.
Florence, Kentucky 41042-7588
Attn: Parks & Recreation

Regulations

The Northern Kentucky Health Department **requires** a food permit for this event. Contact Ted Talley at (859) 363-2027. The City of Florence requires the following:

- All food prices must be posted for public viewing.
- Signs, posters or displays cannot contain messages of a negative nature.
- No loud music or excessive noises may emanate from the booth that might conflict with the live performances.
- Vendors must obtain \$1,000,000 liability insurance and include City of Florence as additional insured. **Certificate of Insurance must accompany your booth application.**
- Vendors must provide their own tables, chairs, display boards, banner/logo, ground cover (if cooking with oil) and a 12-gauge extension cord or larger to meet the fire code.
- Vendors may arrive as early as 2:00 pm to set up. Health Dept. arrives after 3:00 pm.
- The City of Florence will provide the following:
 - a) 10' x 10' Space or 10' x 10' Booth or 10' x 20' Booth
 - b) One Electric Outlet per Booth (**20 amp duplex per 10'**)
 - c) One Light
 - d) Booth Sign

The City of Florence thanks you for your cooperation and support. Contact Vanessa L. Lenear, CPRP at (859) 647-5439 or vanessa.lenear@florence-ky.gov for details.