

OUTSIDE FOOD & BEVERAGE VENDOR POLICIES

WHO NEEDS AN OUTSIDE FOOD & BEVERAGE VENDOR PERMIT?

Outside food & beverage vendor permits are required for food & beverage vendors in the following circumstances:

- Food prepared onsite at the Lancaster Event Center
- Food competing with Lancaster Event Center food services (e.g. consumed onsite)
- All vendors handing out samples sized 2 ounces or less (vendor fee is waived)

NOTE: *Permits are not required for food & beverage vendors with prepackaged food nor are they subject to health or fire code rules. Food & beverage vendor fees are waived for samples sized 2 ounces or less.*

PROCESS TO GET PERMIT

Food & Beverage Vendors must turn in the Food & Beverage Vendor Application **no later than one month in advance of show**. Vendors are required to provide valid food handler or liquor selling AND business permit numbers (from the City of Lincoln) with expiration date and pay applicable outside food & beverage vendor fee and any other Lancaster Event Center fees for services requested (such as electric, tables, water, chairs, etc.) to Lancaster Event Center. Food & beverage vendors must comply with health & fire codes and are subject to inspections.

NOTE: Many shows sell out at least a year in advance and space is available on a first come first serve basis. Outside food & beverage vendor space is subject to the show promoter's rules, space availability, and booth pricing. Lancaster Event Center will advise food & beverage vendors if they need to contact the show promoter as well.

FOOD & BEVERAGE VENDOR FEE CALCULATIONS

The food and beverage vendor fee is calculated using daily attendance, average sales prices, and number of show days for an event. **DAILY ATTENDANCE x .5% x AVERAGE SALES PRICE x SHOW DAYS**. This fee is due when application is submitted.

INSURANCE

It is a provision of this contract that all exhibitors have public and property liability insurance with \$1,000,000 minimum coverage to protect themselves, the Lancaster Event Center and its representatives against possible claims arising out of negligent acts of their employees and booth visitors during the operation of their equipment in this show. **Certificate of Insurance must name The Lancaster County Agricultural Society doing business as Lancaster Event Center as insured and must be provided to Food & Beverage Manager no less than 30 days before move in.**

DURING SHOWS

Outside food & beverage vendor permits **must be displayed** at all times while on Lancaster Event Center premises. Food & beverage vendors that violate the outside food & beverage vendor policies may be asked to shut down operations by Lancaster Event Center staff. Liquor companies must also display a copy of their business permit with liquor resell license. If outside liquor vendor would like to have full serving sizes of beer, wine, or liquor sold on site, contact the LEC Food and Beverage Manager who can make a special purchase for show to sell under LEC's liquor license.

For questions regarding the Food & Beverage Vendor Application please contact:

Lois Hartzell, Food and Beverage Manager

Email: lhartzell@LancasterEventCenter.org

Office: 402.441.6

Cell: 402.499.0207

Direct: 402.441.1822

Fax: 402.441.6046

Outside Food & Beverage Vendor Application

FOOD & BEVERAGE VENDOR INFORMATION				** required
FOOD VENDOR COMPANY NAME			TODAY'S DATE	
NAME OF EVENT/SHOW				
CONTACT NAME**			EMAIL ADDRESS	
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER**			FAX NUMBER	
FOOD HANDLER PERMIT NUMBER**		SELLER PERMIT NUMBER**		LIQUOR LICENSE PERMIT NUMBER**
AVERAGE SALES PER CUSTOMER FOR FOOD VENDOR			TOTAL OUTSIDE FOOD VENDOR FEE PAID (for office use only)	
			\$	DATE
				LEC STAFF
TYPE OF FOOD OFFERED		PREPARATION PROCESS		EQUIPMENT USED AND/OR NEEDED ON SITE
VENDOR BOOTH FEE COST CALCULATIONS				
DAILY ATTENDANCE _____ x .5% x AVERAGE SALES PRICE _____ x SHOW DAYS _____ = \$ _____				
OTHER SERVICES REQUESTED (indicate number requested)				
Qty: _____ Electric 110 v. outlet	x \$25	x _____ days	= \$ _____	
Qty: _____ Electric 220 v. outlet	x \$50	x _____ days	= \$ _____	
Qty: _____ Tables (8' x 4')	x \$10	x _____ days	= \$ _____	
Qty: _____ Chairs	x \$2	x _____ days	= \$ _____	
List special needs here:				
SIGNATURE				
I certify that the information given above is true and complete, and I understand that any misrepresentation and/or withholding of information may result in the rejection of application.				
_____ Signature **			_____ Today's Date **	
Lancaster Event Center is a nonprofit 501(c)(3) organization dedicated to growing community through events like yours, and the Super Fair. <i>Let the Good Times Grow!</i>				