



July 9-10, 2016

Vendor Application

The City of Gary is thrilled to announce an opportunity for food, merchandise, education and non-profit vendors to sell and display at the 2016 Gary Air Show at Marquette Park.

Application is hereby made to the City of Gary, Mayor’s Office of Special Events for consideration for vendor participation at the 2016 Gary Air Show. Once payment is received and the application is signed by both parties, vendor will receive a confirmation of participation. Vendors may operate Saturday, July 9 and Sunday, July 10, 2016 from 9 AM until 5 PM. We invite you to be a partner with us as we offer an opportunity to promote your organization. This application, when executed by the City of Gary, Mayor’s Office of Special Events will constitute a contract.

All vendors that will be participating with the 2016 Gary Air Show shall adhere to fire safety rules for inspections for new, existing, and temporary structures for, occupancy classification, fire protection and exposures. Please see these rules attached as “Exhibit A”.

Insurance certificates must be submitted with your application. **Deadline for all applications is July 5, 2016.** All vendor applications are subject to approval.

Type of Vendor	Space Size	Cost*	Extra Footage before (per foot)
Food**	10 x 10	\$1190***	\$40
	20 x 20	\$1990	
Merchandise	10 x 10	\$700***	\$40
	20 x 20	\$1400	
Non-Profit	Display only	\$300	N/A

*Fees include garbage and recycling receptacle, overnight grounds security and water. It also includes cost of Special Events permit, Temporary Food Establishment Application Fee, and Health Card. Vendors must supply own tent; type according to terms and conditions. **All vendors must otherwise be self-contained ex. generator, booth/tent, etc.**

** All food vendors must also complete the City of Gary, Department of Health Inspections for Restaurant & Retail Food License attached as “Exhibit B”.

I have reviewed and agree to above terms and conditions.

Initial:_____

Date:_____

***Vendors with a state registered business address in Gary will be charged \$850 for a 10x10 food space and \$550 for 10x10 merchandise space.

Vendor Space for a non-profit must meet the qualifications with proper documentation. A copy of your 501(C) 3 must be submitted with your application.

Vendor Information					
Business Name		Date			
Contact Person		Cell Phone			
Email		Fax			
Web Address					
Billing Address					
City/State		Zip Code			
Contact Person during Event		Contact Person Cell Phone #			
Vendor Space and Amenity Information (Please see above for pricing information)					
Commercial or Non-Profit?			Vendor Fee		\$
Exact Dimensions of Vendor Space					
Do you want add'l footage?	Y / N	How many feet?	Additional Footage Fee		\$
Please indicate length of trailer tongue in feet (if applicable)					
Amenities not requested on this form will not be available for request on event day.					
Are you bringing a generator?					Y / N
How many?					
				Deposit (Due upon submission)	\$
				Total Due:	\$
List full description of all electrical equipment, including type of light: (use additional sheet if necessary.)					
Products and Services					
Please include below an itemized list food/merchandise for sell/distribution at your vendor space : (use additional sheets if needed) -Any items that can be used as weapons cannot be distributed at the Gary Air Show (knives of any type, I have reviewed and agree to above terms and conditions.					

Initial: _____

Date: _____

baseball bats, etc.)

-Only items listed below can be distributed at the Gary Air Show. Items not listed below cannot be distributed at the show.

-Items must be pre-approved by Gary Air Show staff.

Estimated time to set-up:

PLEASE MAKE CHECKS PAYABLE TO CITY OF GARY/2016 GARY AIR SHOW AND MAIL TO:
CITY OF GARY, DEPARTMENT OF COMMUNICATIONS
Attn: Gloria Carpenter
401 Broadway, Gary, IN 46402

For office use only:

Date Contract Received: _____ Date Paid: _____ Paid: \$ _____ Check #: _____ Cash: _____

Check #: _____ E-mail Sent with receipt (date): _____ Mailed receipt date): _____

Certificate of Insurance received? _____ Copy of 501(C) 3 received? _____

Notes:

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____

Exhibit A

TERMS & CONDITIONS FOR VENDORS

- Absolutely no parking will be permitted behind or beside your booth unless previously arranged by Gary Air Show Staff.
- Vendors not adhering to the terms and conditions will be asked to leave and will not be permitted back, forfeiting any fees and deposits paid.
- Vendor set up will be allowed Friday, July 8th starting at 8 am. All vendor spaces must be fully operable by Saturday, July 9th by 8:00 AM (unless prior arrangements have been made with the Gary Air Show Staff) or your space will be cancelled with absolutely no refunds. Vendors must operate until 5 pm on Sunday, July 10, 2016. Break down of all vendor space must be completed by 7PM on the final day of the show, Sunday, July 10th.
- Vendor fee does not include electricity. All vendors must be self-contained. Security of tents, merchandise and all property are the responsibility of the vendor.
- **Absolutely no refunds will be made.** Deposits are non-refundable.
- This is a two day commitment. All vendors must remain fully open each day during scheduled hours of operation for the Gary Air Show: Saturday, July 9, 2016 and Sunday, July 10, 2016 from 9 AM until 5 PM.
- Signage must be approved by Gary Air Show Staff. Please submit a picture with contract to Mrs. Carpenter prior to the event.
- Payment in full, Certificate of Insurance (including \$1 million/\$2million liability coverage and the City of Gary as additional insured) and copy of 501(C) 3 (if applicable) must accompany your application. The vendor spaces are filled on a first-come, first-serve basis.
- No personal checks will be accepted. Only money orders, cashier's checks or cash will be accepted.
- Displays must be free standing.
- Tents, canopies and membrane structures must adhere to Section 2403 of the attached Fire Prevention Related Requirements. Barrels, blocks or sand bags are recommended and are the responsibility of the vendor. Ground tarps and approved fire extinguishers are required for vendors using open flames. Please see the attached Fire Prevention Related Requirements for more info.
- Any items to be distributed must be approved by Gary Air Show Committee.
- Flyers distributed MUST be in a bag.
- No changes in location are permitted once assigned.
- There is no charge for the trailer tongue length, but we must have exact measurements so that your unit can fit into the space available.
- All vehicles not in designated parking areas will be towed at owner's expense.

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____

- Set-up passes are limited to one set-up pass per vendor. Please make arrangements with workers to allow for delivery of supplies using the set-up pass. SET-UP PASSES ARE NOT PARKING PASSES. They are for set-up before the show & tear down after the show ONLY.
- Any vehicles that are not a permanent part of your display will not be permitted on Marquette Drive during the event.
- Absolutely no vehicles will be allowed on Marquette Drive after 8AM on Saturday, July 9th and Sunday, July 10th, 2016.
- If, in the judgment of the Gary Air Show officials, the manner of the operation of the display does not meet the requirement of this agreement, or if the vendor is in default of any other terms of this agreement, the City of Gary may terminate this agreement in part or in its entirety.
- Vendor may not assign any right, privilege or license conferred by this agreement without first obtaining the written consent of the City of Gary.
- No amplifying devices (radios, microphones, etc.) should be used without permission of Gary Air Show Committee.
- Goods are the responsibility of the vendor; vendor space should not be left unattended. The City of Gary is not responsible for vendor goods.
- Vendors are strongly encouraged to recycle. All recyclables must be placed in City of Gary Recycle Bins that will be provided.
- "Gary Air Show" is the sole property of the City of Gary. Use of the Gary Air Show name, logo or images is strictly prohibited.

Vendor's Indemnification of City of Gary. For good and valuable consideration, including the Vendor's being permitted to provide services in connection with the Airshow Vendor, for itself, and its successors, heirs, assigns, executors, administrators, legal representatives, employees, agents and affiliates (and in the case of a corporation, also its officers, directors, and shareholders) (collectively referred to as "Vendor"), forever releases and discharges City of Gary, the 2016 Gary Air Show Committee and each of its officers, directors, employees, agents and affiliates, from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, causes of action and judgments whatsoever, in law or in equity, which against any or all of the foregoing the Vendor ever had, now has or which it hereinafter can, shall or may have for, upon or by reason of any matter, cause or thing whatsoever arising out of Vendor's involvement in the Airshow. Vendor hereby agrees to defend, indemnify and hold City of Gary harmless from and against any claim, demand, suit, loss, cause of action, damages, liability, obligation, cost, expense, and judgment (including without limitation, death and damage to property) caused by Vendor's acts or omissions and arising out of Vendor's involvement with the Airshow. Vendor's liability hereunder shall include, but shall not be limited to, the reimbursement of any and all reasonable attorney's fees, expenses and costs incurred by City of Gary, the Gary Air Show 2016 Committee, and each of its officers, directors, employees, agents and affiliates, in defending against any such claims or causes of action.

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____

Vendor's Obligation to Provide Insurance. Vendor agrees to provide, at Vendor's expense, Liability Insurance providing coverage in an amount not less than \$ 1,000,000 with an insurance carrier which the City of Gary deems reasonably satisfactory. Said insurance shall be in the name of the Vendor and shall insure against any loss, damage or claim for injury resulting from the operations conducted, including without limitation liability for bodily injury including death, and property damage. Vendor shall provide City of Gary with a Certificate of Insurance evidencing the required insurance and shall cause the City of Gary, the 2016 Gary Air Show Committee and each of its officers, directors, employees, agents and affiliates to be named as an additional insured on the policy. The original of said policy shall be submitted to City of Gary, Mayor's Office of Communications and Special Events, no later than ten (10) days prior to the Gary Air Show. In the event that any court finds any provision of this document unenforceable, Vendor expressly agrees that all remaining provisions of this document will not be rendered void and will remain in full force and effect.

Gary Air Show will provide to each vendor	
Set-Up Pass (To get a vehicle on the grounds for set up & take down only)	1
Vendor Passes (To gain entry to the Gary Air Show each day)	2
Vendor Parking Passes (Max. 2) These are for use in the designated Vendors Parking Lot which will be open until 8.30 am each day of the show. Any arrivals coming after 8.30am will have to enter through the main entrance and pay day of show admission rate. If more than 2 are needed then you can buy general admission tickets in advance for \$20 – Use Main Parking Entrance	2

<p><u>PACKET PICK-UP</u> Friday, July 8, 2015: 9AM – 4PM</p> <p><u>SET UP DATES AND TIMES</u> Friday, July 8, 2015: 8 AM – 7 PM Saturday, July 9, 2015: 6 AM – 8:30 AM</p> <p><u>TAKEDOWN DATES AND TIMES</u> Sunday, July 10, 2015: 5 PM – 7 PM</p> <p><u>Contact Information</u> City of Gary, Department of Communications 401 Broadway, Gary, IN 46402 219-881-1314 phone Email: info@gary-airshow.com</p>

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____

CITY OF GARY, MAYOR'S OFFICE OF COMMUNICATIONS & SPECIAL EVENTS

By: _____

Title: _____

Date: _____

VENDOR NAME: _____

By: _____

Title: _____

Date: _____

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____



**CITY OF GARY
APPLICATION FOR SPECIAL EVENT VENDOR LICENSE**

LICENSING FEES: \$125 PER EVENT

APPLICANT INFORMATION
(An individual who is acting as an agent for the business)

APPLICANT NAME _____ DATE OF BIRTH _____
HOME ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE NUMBER _____ FAX NUMBER _____
EMAIL _____

SPECIAL EVENT INFORMATION

EVENT WHERE ITEMS WILL BE SOLD _____
LOCATION WHERE EVENT IS TO TAKE PLACE _____
EFFECTIVE DATES OF LICENSE _____

EMPLOYEE INFORMATION
(INFORMATION PERTAINING TO ANYONE WHO WILL BE SELLING MERCHANDISE UNDER THIS LICENSE)
NAME AND AGE OF EMPLOYEES

EMPLOYEE NAME _____ AGE _____
EMPLOYEE NAME _____ AGE _____
EMPLOYEE NAME _____ AGE _____
EMPLOYEE NAME _____ AGE _____

CITY OF GARY
DIVISION OF ZONING

401 BROADWAY, SUITE 304
GARY, INDIANA 46402

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____



APPLICATION FOR SPECIAL EVENT VENDOR LICENSE

TO BE COMPLETED BY ZONING DEPARTMENT ONLY

APPROVED _____ NOT APPROVED _____ DATE _____

COMMENTS: _____

TO BE COMPLETED BY DEPARTMENT OF FINANCE ONLY

REVENUE COLLECTOR'S SIGNATURE _____ DATE _____

CONTROLLER'S SIGNATURE _____ DATE _____

FEE PAID _____

I have reviewed and agree to above terms and conditions.

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Initial: _____

Date: _____

Gary Health Department Temporary Food Establishment Application

Name of Event: _____

Permit fee \$50.00

Date(s) of Event: _____

Name of Temporary Food Establishment:

Mailing Address: _____ Telephone:

Certified Food Employee/Certificate #:

List workers and Health Card numbers:

_____ Attach separate sheet if necessary

List food and beverage items to be prepared and served.

Attach separate sheet if necessary. Note: Any changes to the menu must be submitted to and approved by the GHD at least one week prior to the event)

Will all foods be prepared at the temporary food establishment site? Yes ___ No ___

If no, the operator must provide a copy of the current license for the permanent food establishment where the food will be prepared.

Describe how frozen, cold and hot foods will be transported to the Temporary Food Establishment (be specific)

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____

How will food temperatures be monitored during the event?

Identify the sources of each meat, poultry, seafood and shellfish item. Include the source of the ice. Attach separate sheet if necessary

Applications must be received one week prior to the event to allow for Health Dept review.

Return to Gary Health Department
Environmental Health Division
1145 West 5th Avenue
Gary, Indiana 46402 Phone: 219-882-5565

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____

GARY HEALTH DEPARTMENT TEMPORARY FOOD CHECKLIST

FOOD AND WATER SOURCES:

- All food and water must be obtained from sources complying with applicable state and local laws and regulations. If requested, paperwork must be provided indicating the source(s) for all food and water products. (Sec. 142-160 and 320-328)
- All food must be safe, unadulterated, honestly presented, and properly labeled as applicable. (Sec. 140, 139 and 146)
- No homemade or home-canned foods or foods that have been stored in a home are allowed to be used. (Sec. 142)
- All foods requiring preparation/processing, must be prepared/processed on-site unless they have been prepared in another licensed establishment and properly transported.

FOOD PREPARATION and HANDLING:

- All potentially hazardous foods requiring refrigeration must be held at 41°F or below (or 45°F or below as detailed in Section 187) at all times. Stored frozen foods shall be maintained frozen and should be stored at 0°F. (Sec. 197)
- All potentially hazardous food requiring hot-holding must be held at 135°F or above at all times. (Sec. 187)
- All potentially hazardous food requiring cooling must be cooled from 135°F down to 70°F within two (2) hours and from 70°F down to 41°F or below (or 45°F or below as detailed in Section 187) within an additional four (4) hours. The entire cooling process must be completed within six (6) continuous hours. (Sec. 189 and 190)
- All potentially hazardous food requiring reheating must be rapidly reheated to 165°F within two (2) hours. (Sec. 188)
- All potentially hazardous food requiring thawing must be thawed in accordance with *Section 199*.
- All food products must be cooked to the proper internal food temperatures as detailed in *Sections 182-197*.
- Proper cooking equipment must be used to reheat foods. Hot-holding equipment cannot be used for this purpose.
- A properly calibrated stem-type thermometer must be provided for monitoring internal food temperatures. (Sec. 235, 254 and 257)

FOOD PROTECTION:

- Proper utensils (such as spoons, forks, tongs, spatulas, single-use gloves, deli tissue, etc.) must be used to handle open ready-to-eat food products. Bare hand contact with these foods is not permitted. ("Ready-to-eat" means no further washing, cooking, or additional preparation steps will take place before it is served.) (Sec. 171)
- Food products must be protected from potential contamination by consumers (or the environment) during all times of storage, preparation, and service. (Sec. 179, 181, 203 and 204)
- Overhead protection must be provided over all food and beverage service, preparation, storage, warewashing and handwashing areas. With regard to whether overhead protection is required above cooking/grilling units, local and/or state fire codes should be applied. (Sec. 179, 204, 427)
- All food and beverage products, ice, utensils, single-service and single-use items, dishes, equipment, and handwashing and warewashing facilities must be stored up off the floor/ground at least six (6) inches at all times. (Sec. 177, 239 and 244)
- Condiments must be protected from contamination by being kept in dispensers that are designed to provide protection, protected food displays provided with proper utensils, original containers designed for dispensing, or individual packages or portions. Proper temperatures must be maintained at all times. (Sec. 179-180, 187)

UTENSILS/DISHWARE:

- Only single-service/use eating and drinking utensils/dishware may be provided for use by the consumer. No re-use of these items is permitted. (Sec. 249)

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____

- The single-service/use utensils must be placed in a container with the handles facing up and the eating surface protected from touching or contamination – or they must be individually packaged. (Sec. 250)
- Straws and toothpicks must either be individually wrapped or individually dispensed. (Sec. 250)

ICE USE:

- Ice, which is to be consumed, must come from an approved source and be properly labeled.(Sec. 146 and 169)
- Ice must be kept in closed/covered containers and dispensed with ice scoops or proper utensils that are properly stored and used. To prevent cross-contamination, ice bags cannot be dropped onto the ground to break up the ice.
- Ice for consumption may not be used for storage of food or beverage products. (Sec. 170)
- Storage of open food in contact with ice is prohibited. (Sec. 176)
- Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container. (Sec. 176)
- If ice is the principal means of refrigeration, it must be done in such a way so that the ice is constantly draining (into a proper area; not onto the ground). (Sec. 176, 380)

HANDWASHING FACILITIES:

- At least one (1) conveniently located handwashing facility must be available for employee handwashing at all times in/at each unit. If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location. (Sec. 128, 130, 343-345)
- The handwashing facility must consist of, at least, warm running water, hand soap, individual paper towels, a container to catch the wastewater, and a waste paper container. If a sink is not available, “running” can mean a large thermos, urn, or container in which warm water is held and dispensed via free-flowing spigot while handwashing.(342, 346-349)
- Employees must wash their hands at all necessary times during food preparation and service. (Sec. 129)

WIPING CLOTHS:

- In between uses, wet wiping cloths must be properly stored in sanitizer solution that is maintained in accordance with *Section 294*.
- To prevent cross-contamination, wet or dry wiping cloths shall be kept separate from cloths used for other purposes (1) wiping cloths used for raw animal food spills/clean-up, (2) wiping cloths used for other food spills/clean-up, and (3) wiping cloths used for general cleaning. (Sec. 245)

HYGIENE and PERSONAL CLEANLINESS:

- NO smoking, eating or drinking (except from a covered container that is stored and utilized properly) is permitted in any food preparation or service area. (Sec. 136)
- Clothing must be kept clean and not used to wipe hands. (Sec. 128, 135)
- Proper and effective hair restraints must be provided and worn by all persons preparing or serving food. *Examples include: hairnets, visors (if effective), hats, scarves, etc.* (Sec. 138)
- Beards must also be restrained with a beard snood or other means. (Sec. 138)
- Proper exclusions and restrictions must be placed on ill employees in accordance with Sections 120-127.
- Proper handwashing must be conducted at the following times or after any activity during which the hands may have become contaminated: before beginning work; after handling raw animal foods; after handling money; before putting on and after removing single-use gloves; after sneezing, coughing, touching the face, body parts, or hair; after using the restroom; after taking out the trash, etc. (Sec. 129)
- While preparing foods, employees may not wear jewelry on their arms and hands. An exception would be the wearing of a plain ring, such as a wedding band. (Sec. 134)

INSECT CONTROL, TRASH & REFUSE, LIGHTING, and FACILITY SURFACES :

- If pests are present, effective air curtains, screening, fans, and/or tight-fitting & self-closing entry doors must be provided and used for insect control in/at each unit. (Sec. 412-413, 415-416)

I have reviewed and agree to above terms and conditions.

Initial:_____

Date:_____

- Adequate trash/refuse/garbage facilities must be provided at the event and emptied at an adequate frequency. Grease must be disposed in a manner approved by law. (Sec. 381-386 and 388-398)
- Adequate lighting must be provided and kept properly shielded/protected. (Sec. 410-411)
- Floors, walls, and ceilings must meet the minimum requirements described in *Sections 362 and 364*.

POISONOUS/TOXIC MATERIALS

- Containers of poisonous or toxic materials and personal care items shall bear a legible manufacturer's label. (Sec.437)
- Working Containers used for storing poisonous or toxic materials, such as cleaners and sanitizers taken from bulk supplies, shall be clearly and individually identified with the common name of the material. (Sec. 438)
- Poisonous or toxic materials shall be stored so they cannot contaminate food, equipment, utensils, linens, and singleservice and single-use articles. (Sec. 439)
- Poisonous or toxic materials shall be used according to the manufacturer's labeling instructions that state that use is allowed in a retail food establishment. (Sec. 441)
- A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food. (Sec. 442)

DISHWASHING FACILITIES:

- Facilities must have provisions available to wash, rinse, and sanitize all multi-use utensils, dishware, and equipment used for food preparation and service. (Sec. 270, 289, 291-292, 342)
- If any of the above items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.
- Proper sanitizer (*via heat or chemical means*) must be provided AND used in/at each unit. (Sec. 248-320, 342)
- If chemical sanitizer is used, a proper test kit must be provided AND used in/at each unit. (Sec. 291)
- Manual dishwashing should be set up to operate in the following sequence: **WASH** (soapy water with 110° water temperature), **RINSE** (warm, clean water), **SANITIZE** (via heat or chemical), and **AIR DRY**. (Sec. 270, 273, 304)
- If chemical sanitizer is used, the sanitizing solution must be maintained at the proper concentrations as follows (*as detailed in Section 294 or in accordance with the Code of Federal Regulations and the manufacturer's directions*):

CHLORINE (25-200ppm), **QUATERNARY AMMONIA** (200ppm), or **IODINE** (12.5-25ppm).

- All chemical sanitizers must be labeled *in accordance with Sections 437 and 443*.

WATER AND WASTEWATER FACILITIES:

- All water lines to each unit must be protected by a proper backflow/back-siphonage prevention device (or by proper air break or air gap). (Sec. 334-336, 338, 377)
- If used in continuous flow situations, a proper device approved for that use must be provided, installed, and used in accordance with the manufacturer's specifications. (Sec. 336)
- A sufficient supply of drinking water must be supplied for all necessary purposes (handwashing, dishwashing, sanitizing, food preparation, etc.) at all times in/at each unit. (Sec. 329, 330, 332)
- All water hoses must meet the requirements detailed in 410 IAC 7-24 for use with drinking water. (Sec. 364)
- All liquid waste must be disposed of in a sanitary manner in accordance with all applicable federal, state and local requirements. (Sec. 374-376, 379-380)

I have reviewed and agree to above terms and conditions.

Initial: _____

Date: _____