

## **2020 VALPARAISO WINE FESTIVAL: FOOD VENDOR REQUEST FOR PROSPOSAL**

### **The following requirements must be able to be met:**

Complete the application form. All fields are required.

Along with your payment, you must include a Certificate of Insurance naming both Valparaiso Events and City of Valparaiso as additionally insured.

Food vendors will set up under the William E. Urschel Pavilion in Central Park Plaza. Vendor must be able to be setup AND ready to sell items no later than 4:45 p.m. Vendor needs to have enough products to last through 8:00 p.m. Early break down will not be allowed.

Only food items that are accepted in the proposal are to be sold. Other food items for sale on the day of the event that were not included in original proposal will not be allowed. If you need to substitute an item you must get approval from Valparaiso Events first.

Vendor is responsible for all needed supplies.

If you are working with hot oil and/or grease, you must lay cardboard under your work space to keep cooking area grease free. In the event, additional cleaning is required, you will be charged \$100.

Smoking is not permitted in the food area.

Spaces are 10×10 with the use of the sidewalk behind your space. Two (2) 8ft covered tables will be provided for you. If you need more, you must bring your own. Tents are optional.

This is a great marketing opportunity for you, so feel free to bring signage.

Electricity is available; however, you may need to bring extension cords based on location. All cords must be taped down or covered to avoid a tripping hazard.

Vendor must follow all health department rules and regulations and obtain all necessary permits.

[Click here for Porter County Health Department Website.](#)