



OCTOBER 13&14, 2023

11 A.M. – 10 P.M. BOTH DAYS

INTERNATIONAL FOOD VENDOR APPLICATION

DEADLINE: AUGUST 25, 2023

In order to provide a balance of cultural cuisine, a maximum of two representatives per country are accepted. The Ethnic Expo Food Committee will approve all menus.

Booth locations will be assigned. Your location is final and non-negotiable.

Business Information

Business Name: _____ Application Date: _____

Country Represented: _____

Contact Person (Mr. / Ms.): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work/Office Phone: (____) _____ Home Phone: (____) _____

Cell Phone (required): (____) _____ Fax: (____) _____

Email Address (required): _____

Space Request (Note: This is an outdoor, rain or shine event.)

Please choose one of the following options:

For Profit Single* (\$500):	Yes	No
For Profit Double** (\$650):	Yes	No
Not-for-Profit Single (\$400):	Yes	No
Not-for-Profit Double (\$500):	Yes	No

Cooking Trailer in Addition to your tent (that requires electricity and/or water):

For Profit – Food Trailer (\$100):	Yes	No
Not-for-Profit – Food Trailer (\$50):	Yes	No

Not-for-Profit Federal Tax ID: _____

*Single booth = 10' x 10' (approximate size) tent-covered space

**Double Booth = 20' x 10' (approximate size) tent-covered space

For Profit vendors must have a valid temporary food service permit issued by the Bartholomew County Health Department: <http://bartholomew.in.gov/health-department/environmental-health/temporary-food-events-information/temporary-event-not-to-exceed-3-days.html>

Menu

Please submit a menu that you intend to sell during Ethnic Expo and note items that align with any dietary restrictions (vegan, vegetarian, gluten or dairy free) or are locally sourced. All booths must sell authentic ethnic food items to be approved by the expo food committee upon receipt of your application. If you need help with menu planning, please contact the food committee. Photos of menu items may be emailed to jcoffman@columbus.in.gov. Information will be used by the Marketing Committee for the purpose of advertising and promotion.

Our \$2 Food Item (Required)*: _____

Items Intended for Sale (attach additional sheet if needed):

_____	Price: _____
_____	Price: _____
_____	Price: _____
_____	Price: _____
_____	Price: _____
_____	Price: _____
_____	Price: _____
_____	Price: _____
_____	Price: _____
_____	Price: _____

My Food Booth Will Sell a Specialty Drink**: Yes No

If "Yes," Please Describe Specialty Drink: _____

***\$2 food item must be advertised on your menu. It cannot be a beverage.**

****Specialty drink must be pre-approved by Ethnic Expo Food Committee.**

*****All food must be served in a recyclable or compostable container. Please see attached sheet for approved recyclable items. All Styrofoam (polystyrene) products, plastic straws, and to-go lids are not recyclable in Bartholomew County.**

Electricity

Electricity is available in 110 volts only. All vendors are required to supply all of their own electrical material (heavy duty power cords, power strips, etc.) to the electrical source. No octopus plugs may be used. *No more than a total of two electric grills or hotplates per booth.* Please see “Booth Rules & Regulations” for a complete list.

My booth will be using the following (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Electric Grill/Hot Plate |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Gas |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Limited Space in Refrigeration Trailer* | |

*Space is shared by **all** vendors.

Insurance

All vendors will be required to provide a general liability certificate or personal liability certificate along with the booth rent payment, if the vendor is approved for participation at the Columbus Ethnic Expo. The liability coverage shall be \$1,000,000 for single occurrence and \$2,000,000 for aggregate coverage. * It shall name the city of Columbus, its employees and officials as an additional insured. The issuing insurance company shall have an A.M. Best rating of B++ or better.

If a policy has no annual aggregate (such as a farm policy or homeowner policy) that also will satisfy the liability requirements as listed above. A notation in the comment section of the certificate indicating the policy in question has no aggregate is sufficient.

Sustainable Event

Ethnic Expo has made a commitment to become a sustainable event, with zero waste being the eventual goal. We are taking steps to reduce waste, especially food waste, with recycling, composting, and education. As a food vendor handing out products during this event, you are the key to the success of our sustainable event goal as a large proportion of the waste generated during the Expo is food related.

Zero waste is a way to change the perception of our “trash” year-round and at the festival itself. Zero waste is not simply about recycling, composting, and diversion from landfills, but about preventing waste in the first place.

We are requesting that food vendors provide sustainable food service by using only compostable or recyclable serving products. ***The use of any Styrofoam (polystyrene) food service product, plastic straws, plastic to-go lids, and plastic bags is prohibited.***

Here are two ways to identify a truly compostable serving product:

1. The Biodegradable Products Institute (BPI) is the leading certifier of compostable products and packaging in North America. **Look for products carrying the BPI certified compostable logo.**



2. ASTM Certified – ASTM International is an organization focused on developing standards for the manufacturing of many different materials and products. D6400 and D6868 are the two ASTM standards that apply to compostable products. **“ASTM certified compostable” is a credible claim.**

I acknowledge this goal and will support it to the best of my abilities: Yes No

Flag

- ☐ Our country flag is stored at City Hall
- ☐ We are storing/making our flag (30” x 60”) and will deliver it to City Hall by September 15th, 2023.

NOTE: Ethnic Expo reserves the right to accept or reject any applicant based on the authenticity, country duplication, space availability, or quality of products. Political, religious, or commercial displays and/or advertisements are not allowed.

Do not include payment at this time. This is only an application; it does not guarantee a space will be offered. The Ethnic Expo Committee will notify you of your acceptance or denial no more than 60 days after application submittal.

Mail Application To: Ethnic Expo, 123 Washington St, Columbus, IN 47201

Or Email Application To: jcoffman@columbus.in.gov

Signature of Applicant: _____