



Willow Rose Properties

To: All WRP Food Vendors
From: Bart Barnes
Date: 3/28/2010
Re: 2010 Covered Bridge Festival—Rules & Regulations

Read this memo carefully and be familiar with rules and operating procedures.

1) Please make sure you have obtained your Temporary Food Permit and Transient Merchant License and you are compliant with Indiana Sales Tax regulations.

2) Indiana Serve-Safe regulations are in effect. THE HEAD INSPECTOR LIVES IN BRIDGETON—BE PREPARED FOR INSPECTION AND COMPLIANCE!!!!

3) Food Wagons & Concessions—Schedule for Placement in Vendor Space
I will notify each food vendor of the tentative schedule at the time you receive final invoicing. Please check your invoice for the date. The schedule and your cooperation is critical.

4) Gray Water Disposal—absolutely no gray water on the ground or in storm drains. A no tolerance policy is in effect for 2010. Holding tanks for disposal are located at our service area at the LP Station. Food wagons with holding tanks may schedule septic pumping. Contact us for registration information.

5) Used Cooking Oil—do not throw oil containers in trash dumpsters. We provide a holding tank located near the LP Station for disposal.

6) Trash Disposal—Use dumpsters assigned to Willow Rose Properties.

Break down all boxes before placing in dumpsters.

We all food vendors to participate in keeping the food court areas clean, including cleaning tables and chairs, picking up litter, and emptying trash cans before they overflow. We will have plenty of trash bags available. We provide tables, chairs, and trash cans for the convenience of your potential customers, so we expect your cooperation.

7) Deliveries by Suppliers—please request your suppliers to deliver during the festival prior to 8:45 AM. I want all vehicles removed from the right of ways by that time. If you have an extended service call, we will provide a temporary space for the service vehicle in the parking lot. All supplier equipment must be picked up prior to 5 PM Monday October 20, or it will be disposed of at my discretion. During set up, please unload quickly what you need, and move your vehicle to the parking lot.

8) LP Gas & Ice—is available. Terms: cash—no running accounts. **For Ice & LP Gas purchases, our hours will be 9 AM to 6 PM during the festival.**

9) Tear Down—deadline for removal of all units is 5 PM Monday October 22. Please clean up your exhibit area and place all trash in the dumpsters, not the trash cans or on the grounds.

If anyone has any questions, please contact me.

Bart Barnes