



## *Willow Rose Properties*

To: All WRP Food Vendors  
From: Bart Barnes  
Date: 8/13/2008  
Re: 2008 Covered Bridge Festival

---

**Read this memo carefully and be familiar with rules and operating procedures.**  
**Keep this memo and bring it with you for reference. If you have participated in the past, necessary application forms for the Food Permit and Transient Merchant Licenses should have been mailed to you by the Health Department and the Auditor. Also make sure you are compliant with Indiana Department of Revenue requirements regarding sales tax.**

**Important!** All food concessions must have a food permit number before you will be able to purchase the Transient Merchant License. **Indiana Serve-Safe regulations are in effect. WE HAVE A NEW FOOD INSPECTOR, WHO LIVES IN BRIDGETON—BE PREPARED FOR INSPECTION AND COMPLIANCE!!!!**

**Food Wagons & Concessions—Schedule for Placement in Vendor Space**  
**Saturday October 4—Mendoza's, Parr Concessions**

**Sunday October 5—Doug Floyd, J. D. Faulk, Kamstra's Fine Foods, Anderson (both units), English's Buffalo Farm**  
**(If Sat. Oct 4 works better, please advise)**

**Monday October 6—Coach's Catch**

**Tuesday October 7—Two Rivers Kettle Korn, Quaker Corporation, Smokey's Grill**

**Please advise as soon as possible your estimated time of arrival and if there is a scheduling problem. This operation fits together like a jigsaw puzzle. The schedule and your cooperation is critical.**

**Please observe the following operating rules & guidelines during the 2008 Covered Bridge Festival:**

**Gray Water Disposal**—absolutely no gray water on the ground. Holding tanks for disposal are located in our service areas. We will be checking on this!

**Used Cooking Oil**—do not throw containers in trash dumpsters. We will provide a holding tank located near the LP Station.

**Trash Disposal**—use only dumpsters assigned to Willow Rose Properties. Break down all boxes before placing in dumpsters. We expect everyone to participate in keeping the food court areas clean. This includes cleaning tables and chairs, picking up litter, and emptying trash cans before they overflow. We will have plenty of trash bags available. We are providing tables, chairs, and trash cans for the convenience of your potential customers, so we expect your cooperation.

**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. During set up, please ask suppliers not to completely block the streets. If you have an extended service call, we will provide a temporary space for the service vehicle in the parking lot. All supplier equipment (including bread trays) must be picked up prior to 5 PM Monday October 20, or it will be disposed of at my discretion. During set up, please do not park your vehicles along the streets or on the exhibit grounds for more than a few minutes. Unload quickly what you need, and move the vehicle to the parking lot.

**LP Gas & Ice**—we will have both available again this year. Full 100 lb. LP Cylinders are available. Please let me know in advance how many you need to start the festival.

**Terms: cash—no running accounts.**

**For Ice & LP Gas purchases, our hours will be 9 AM to 6 PM during the festival.**

**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**