



Willow Rose Properties

To: All WRP Vendors—Covered Bridge Festival
From: Debra Barnes
Re: Contact list for license and permit requirements

As a vendor during Covered Bridge Festival, you will be required to obtain and display certain permits to transact business.

ALL VENDORS

PARKE COUNTY TRANSIENT MERCHANT LICENSE (\$100.00 License Fee + \$20.00 Processing Fee)—Call the Parke County Auditor @ (765) 569-3422 or tmlinfo@parkecounty-in.gov for information and necessary paperwork. *(Deadline is September 30 to avoid penalty)*

INDIANA RESALE LICENSE (\$25.00- 1 time fee)—Contact the Indiana Department of Revenue—Terre Haute, IN Branch Office @ (812) 235-6046 for information and necessary paperwork. You may also apply at www.in.gov/dor

FOOD VENDORS ONLY

PARKE COUNTY TEMPORARY FOOD PERMIT (\$70.00 or \$90.00 depending on the type of food product sold)—Contact the Parke County Health Department @ (765) 569-6665 or www.parkecounty-in.gov for information and necessary paperwork. *(Deadline is 30 days prior to the start of operation to avoid \$50.00 or \$100 penalty)*

*Please take care of obtaining the necessary permits at least **60 Days** prior to the start of the Covered Bridge Festival. This will save you unnecessary problems (or penalties) during the "last minute rush".*

Our exhibit contract clearly states you are responsible for satisfying any Federal, State and County License or permit requirements. We require total compliance.

If anyone has any questions about these requirements, please contact me.
(765) 548-4095 E-mail: info@willowroseproperties.com

Debra Barnes