

June 5, 2018

Dear Vendor,

The Rose Hill Fall Festival Committee is making plans for our annual Rose Hill Fall Festival to be held October 12-14, 2018. We hope you will join us and provide food for our festival participants. Last year was beautiful weather and the vendors that were there had a very successful day. We will only allow a maximum of 8 food vendors at the rec center site mostly on a first come first served basis.

On Friday, October 12th set up will be allowed from 1-5pm, at both locations. Once your concession trailer/truck is set you will need to park your vehicle on a side street or on the North side of the Rose Hill Recreation Center on 400 S. Rose Hill Road. No set up will be allowed Saturday and all vendors must set up on Friday during the designated set up times. If additional requests regarding set up time are needed, you can contact me at my contact information below. For your information, on Saturday morning October 13th, School Street from Main Street to the High School football stadium parking lot will be closed from 5am-5pm which will make it hard to bring supplies to your trailer so make sure to have all supplies at your trailer on Friday if possible.

The food court will be located on the south side of the RHRC Rec Center again this year. All vendor accommodations are on a first come first serve basis and we will NOT reserve any spots for vendors.

This year we are also allowing food vendors at the Short Cox Park location, vendors would need to provide their own power source (generator) and any other supplies pertaining to food prep and/or service. The fee for the Short Cox Park venue is \$75 per trailer/truck, all food vendors for the Shorty Cox Park venue need to be set up by 5pm Friday October 12, 2018. There is limited availability at this location, we will limit the Short Cox Park venue to 4-5 food vendors.

Please find enclosed a 2018 food vendor registration form that will need to be submitted with payment to the address on the form to secure your spot. If you are in need of a 50-amp circuit, your cost is \$50 for each 50-amp circuit in addition to the initial fee of \$100 which includes a 20-amp circuit. We will also need a copy of your liability insurance when you return your payment and registration form.

We look forward to seeing you at the 2018 Rose Hill Fall Festival, if you have any questions feel free to contact me, thank you.

Sincerely,

Jason Steadman  
RHRC Superintendent  
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