

2017 CHRISTMAS IN MAD CITY VENDOR INFORMATION PACKET



2017 CHRISTMAS IN MAD CITY VENDOR APPLICATION INFORMATION

Note: Please be sure to read the Vendor Application Information & Vendor Application Instructions before completing and returning the Vendor Application as this is a NEW event for the City of Madisonville in 2017. Vendor application is due by Monday, Nov 27 to participate in the event.

The Christmas in Mad City event will be held in Downtown Madisonville on Dec 2, 2017 from 10-2 PM. Each booth is twelve-foot (12') by ten-foot (10') and there is a limit of only two (2) booth spaces rented per vendor. Only vendors who are selling food, drinks, or merchandise will be allowed to participate in this event. Preference will be given to vendors who will be selling winter themed food, drink, and gift items. Vendors will need to bring their own tent, tables, and other supplies as desired.

Food vendors will be located along Union St behind the old courthouse and shopping vendors will be located on E. Center St near the First United Bank Plaza. There will be no access to power, but quiet run generators will be allowed. Should you have any questions about the safety of your generator, members of the Madisonville Fire Department will be present and able to answer questions. Booth spaces will be assigned based on type of booth (i.e. food, crafts, drinks, etc.) in an order to have the broadest mixture of vendors possible. **Both payment and registration must be received before space will be reserved.** Any vendor that is not selected for participation will have their vendor fee returned. All supplies must be confined to the designated booth space and must not block sidewalks. Vendors are required to leave their space free from trash and debris when they breakdown.

As the Christmas in Mad City is an outdoor event the potential for adverse weather exists. Should an event need to be cancelled for weather related reasons, it may not be able to be rescheduled. Therefore, vendors are reminded that **REGISTRATION FEES ARE NON-REFUNDABLE FOR CANCELLATIONS DUE TO WEATHER OR OTHER EVENTS BEYOND THE COMMITTEE'S CONTROL.**

Other Important Information:

- Booth space rental is Twenty Dollars (\$20.00) per event per vendor space (max two spaces per vendor)
- **All food vendors must be up-to-date with the restaurant tax guidelines before they are eligible to set up during the event unless classified as a 501c3 organization. Please contact Laura Faulk at lfaulk@madisonvillegov.com or 270-824-2100 with questions about your compliance.**
- Vendor set-up will occur between 8 AM – 10 AM on the day of the event and exact booth location will be given on a first come, first served basis.
- All vendors must be set-up no later than 10 AM and must remain in operation until at least 2 PM.
- Vehicles will not be allowed in the venue after 9:30 AM or before 2 PM.
- The Vendor Guideline Sheet must be completed and returned with the Vendor Application and payment before being considered for participation.
- Food vendors are required to follow all Hopkins Co Health Department regulations pertaining to food sales and food service.
- All vendors not classified as a 501c3 organization must provide a copy of their 2017 City of Madisonville Business license when submitting their vendor application.
- Complete application contains – Vendor Guidelines Form (initialed, signed, and dated), Vendor Application Form (signed and dated), Payment (Checks payable to City of Madisonville, KY), Compliant with restaurant tax guidelines (if required), Copy of current business license (if required), and Copy of Health Department Permit (if required).

Send complete Vendor Application to:

Office of Community Development
City of Madisonville, KY
PO Box 705
Madisonville, KY 42431

2017 CHRISTMAS IN MAD CITY VENDOR GUIDELINES

Please read and initial the following guidelines.

Once completed sign, date and remit with your Vendor Application Form.

INITIAL

_____ Vendor application fees are non-refundable for any reason unless your application is denied. As an outdoor festival, this event may be cancelled due to weather or other activities beyond the control of the committee.

_____ Your booth must be set-up, staffed, and ready to operate by 10 AM on the date of the event. Tear down may begin no earlier than 2 PM. No vehicles will be allowed in the vendor area after 9:30 AM or before 2 PM.

_____ No ground stakes allowed. If using a tent, you must secure your tent with proper ground weights as needed.

_____ Vendors must provide necessary equipment to operate their booth. No access to power will be provided. **Each booth is to supply its own trash receptacle for trash created in the management of your booth, tent, tables, chairs, and quiet run generators, if needed.**

_____ NO FOOD ITEMS DISTRIBUTED AT ANY BOOTH WITHOUT FOLLOWING ALL GUIDELINES ENACTED BY THE HOPKINS COUNTY HEALTH DEPARTMENT.

_____ All cooking oils, grease, etc. must be captured and contained so as to not be dripped, spilled, or otherwise distributed on the pavement or grounds of the venue. All cooking grease/oils **MUST BE DISPOSED OFF SITE AND NOT POURED DOWN GUTTERS OR DRAINS OR PLACED IN TRASH CANS.**

_____ It is the responsibility of all vendors to obtain any, and all, necessary permits, licenses, etc. as required by local, state, or federal law. For commercial businesses, this includes a 2017 City of Madisonville business license. **For commercial food businesses, this also includes a statement stating that the food vendor is in compliance with the restaurant tax.**

_____ Neither City of Madisonville/Christmas in Mad City Committee, nor any other party who may be a sponsor of the Christmas in Mad City are responsible for any vendor applications that may be lost during submission to participate.

_____ Hold Harmless: By signing this form, you affirm and agree to hold harmless the City of Madisonville, and any and all other organizations that may be a sponsoring entity of the event, their respective directors, officers, employees, agents, and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including, but not limited to, claims for injury to persons including death or destruction of property; whether intentional, negligent, or consequential as result of any act or omission of yours, or the officers, directors, employees, or agents of your business or organization participating at Christmas in Mad City.

I ATTEST THAT I HAVE READ, AND UNDERSTOOD, ALL THE RULES AND REGULATIONS FOR PARTICIPATION AT THE EVENT AND THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE FOLLOWING ORGANIZATION IN SUBMITTING AN APPLICATION FOR PARTICIPATION AT THE EVENT:

NAME OF BUSINESS OR NON-PROFIT ORGANIZATION NAME

PRINTED NAME OF VENDOR'S REPRESENTATIVE

SIGNATURE OF VENDOR'S REPRESENTATIVE

DATE

2017 Christmas in Mad City VENDOR APPLICATION

PLEASE PRINT ALL INFORMATION:

Name of Non-profit or Commercial Entity: _____

Type of Organization: Non-Profit: _____ Commercial: _____

(Individual and/or businesses selling any type of product must attach a current copy of City of Madisonville business license)

Contact person: _____ Phone: (____) _____

Email (for event notification purposes only): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Type of Booth: Food _____ Retail Sales _____ Information: Not allowed for this event

Style of Vendor Booth Set-up: Tent _____ Trailer _____ Other (List) _____

Non-Refundable Registration Fee:

\$20 per event (applies to all vendors). Only two vendor spaces per applicant, per event allowed.

Dec 2: Space #1 _____ X \$20.00 + Space #2 X \$20 = \$ _____

Total Application Fee Owed = \$ _____

Detailed list of items for sale/display: _____

EXHIBITOR NOTICE & WAIVER

In exchange for requesting participation as an exhibitor at the event, I affirm and agree to hold harmless the City of Madisonville and any and all other organizations that may be a sponsoring entity of the event, their respective directors, officers, employees, agents, and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including, but not limited to, claims for injury to persons including death or destruction of property; whether intentional, negligent, or consequential as result of any act or omission of yours, or the officers, directors, employees, or agents of your business or organization participating at Christmas in Mad City.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

OFFICIAL USE ONLY

DATE APPLICATION RECEIVED: _____

PAYMENT AMOUNT RECEIVED: _____

APPLICATION ACCEPTED ON: _____

APPLICATION RETURNED ON: _____