

**2017 FRIDAY NIGHT LIVE  
VENDOR INFORMATION PACKET**

## **2017 FRIDAY NIGHT LIVE VENDOR APPLICATION INFORMATION**

*Note: Please be sure to read the Vendor Application Information & Vendor Application Instructions before completing and returning the Vendor Application as there are major changes for 2017.*

Friday Night Live celebrates its 17<sup>th</sup> season in 2017 and as the event evolves vendor participation must evolve as well. In an effort to promote more sustained interest in the vendor area, vendor preference will be given to booths that have items for sell (i.e. food, crafts, etc.) over booths that only provide information. Each booth is twelve-foot (12') by ten-foot (10') and there is a limit of only two (2) booth spaces rented per vendor, per event date.

Vendor booths will tentatively be located along Union Street, behind the old Courthouse, and in the Fire Department parking lot. This will allow easier movement of patrons between the Plaza area, where the entertainment will tentatively occur, and the vendor area. Two events (June 23 and August 4) will be located at the Madisonville City Park and exact location will be announced prior to event. Additionally, this will allow for us to provide access to power for a limited number of vendor spaces. Access to power is not guaranteed and will be restricted to having access to one (1) single 120v outlet. A vendor being assigned access to power is at the sole discretion of the Friday Night Live Committee. Generators will no longer be allowed at Friday Night Live.

Booth spaces will be assigned based on type of booth (i.e. food, crafts, information, 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 Friday Night Live is an outdoor event the potential for adverse weather exists. Should an event need to be cancelled for weather related reasons, it will not be rescheduled. Therefore, vendors are reminded that **REGISTRATION FEES ARE NON-REFUNDABLE FOR CANCELLATIONS DUE TO WEATHER OR OTHER EVENTS BEYOND THE FRIDAY NIGHT LIVE COMMITTEE'S CONTROL.**

### **Other Important Information:**

- Booth space rental is Twenty Dollars (\$20.00) per event per vendor space (max two spaces per vendor).
- Vendor set-up will occur between two (2) and four (4) PM on the day of the event. Each vendor will be assigned a time to set-up.
- All vendors must be set-up no later than five (5) PM and must remain in operation until at least eight (8) PM.
- Vehicles will not be allowed in the venue after four (4) PM or before nine (9) 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), Copy of current business license (if required), and Copy of Health Department Permit (if required).

### **Send complete Friday Night Live Vendor Application to:**

Office of Community Development  
City of Madisonville, KY

PO Box 705  
Madisonville, KY 42431

## 2017 FRIDAY NIGHT LIVE 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 Friday Night Live Committee.

\_\_\_\_\_ Your booth must be set-up, staffed, and ready to operate by five (5) PM on the date of the event. Tear down may begin no earlier than eight (8) PM. No vehicles will be allowed in the vendor area after four (4) PM or before nine (9) PM.

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

\_\_\_\_\_ At check-in, all exhibitors will receive a map showing the location of their space along with unloading and loading instructions.

\_\_\_\_\_ Vendors must provide necessary equipment to operate their booth. **Each booth is to supply its own trash receptacle for trash created in the management of your booth, tent, tables, chairs, and electrical cord (if assigned a booth with power access).**

\_\_\_\_\_ 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.

\_\_\_\_\_ Neither City of Madisonville/Madisonville Renaissance Committee, nor any other party who may be a sponsor of Friday Night Live 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 Friday Night Live 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 Friday Night Live.

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

\_\_\_\_\_  
NAME OF BUSINESS OR NON-PROFIT ORGANIZATION NAME

\_\_\_\_\_  
PRINTED NAME OF VENDOR'S REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE OF VENDOR'S REPRESENTATIVE

\_\_\_\_\_  
DATE

# 2017 FRIDAY NIGHT LIVE 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 \_\_\_\_\_

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.**

**Registering for Event Date** *(Mark all that apply):*

JUNE 2<sup>ND</sup>:          Space #1 \_\_\_\_\_ X \$20.00 + Space #2 \_\_\_\_\_ X \$20 = \$ \_\_\_\_\_ (Downtown)

JUNE 23<sup>RD</sup>:          Space #1 \_\_\_\_\_ X \$20.00 + Space #2 \_\_\_\_\_ X \$20 = \$ \_\_\_\_\_ (City Park)

JULY 14<sup>TH</sup>:          Space #1 \_\_\_\_\_ X \$20.00 + Space #2 \_\_\_\_\_ X \$20 = \$ \_\_\_\_\_ (Downtown)

AUGUST 4<sup>TH</sup>:          Space #1 \_\_\_\_\_ X \$20.00 + Space #2 \_\_\_\_\_ X \$20 = \$ \_\_\_\_\_ (City Park)

SEPTEMBER 8<sup>TH</sup>:          Space #1 \_\_\_\_\_ X \$20.00 + Space #2 \_\_\_\_\_ X \$20 = \$ \_\_\_\_\_ (Downtown)

Total Application Fee Owed = \$ \_\_\_\_\_

Detailed list of items for sale/display: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBITOR NOTICE & WAIVER**

In exchange for requesting participation as an exhibitor in the Friday Night Live 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 Friday Night Live 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 Friday Night Live.

\_\_\_\_\_  
*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: \_\_\_\_\_