

# 2017 MAD CITY FALL FEST VENDOR INFORMATION PACKET



## **2017 MAD CITY FALL FEST 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 Friday, Oct 13, 2017 to be considered to participate in the event.***

The Mad City Fall Fest will be held in Downtown Madisonville on October 21, 2017 from 5-10 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, per event date. Only vendors who are selling food, drinks, or merchandise will be allowed to participate in this event, as its purpose is to provide a shopping opportunity and a different, "date night" feel, rather than an additional Friday Night Live event. Preference will be given to vendors who will be selling fall themed food, drink, and gift items (i.e. caramel apples, pumpkin flavored food and drinks, fall décor, etc.). The event's goal is to bring a different type of event to downtown and to be ideal for any adult to come downtown to listen to different genres of live music, eat, drink, and shop. Vendors will need to bring their own tent, tables, and other supplies as desired.

Vendor booths will tentatively be located in the Railroad Street parking lot. 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 Mad City Fall Fest 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 MAD CITY FALL FEST COMMITTEE'S CONTROL.**

**\*\*The Mad City Street Market will also coincide with the Mad City Fall Fest. Should you meet their qualifications of selling non-mass-produced goods and prefer to be a vendor there, you can contact the Mad City Street Market or Downtown Turnaround Partnership directly.**

### **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 and exact booth location will be given on a first come, first served basis.
- All vendors must be set-up no later than five (5) PM and must remain in operation until at least nine (9) PM.
- Vehicles will not be allowed in the venue after four (4) PM or before ten (10) 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 Mad City Fall Fest Vendor Application to:**

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

## 2017 MAD CITY FALL FEST 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 Mad City Fall Fest 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 nine (9) PM. No vehicles will be allowed in the vendor area after four (4) PM or before ten (10) 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.

\_\_\_\_\_ Neither City of Madisonville/Mad City Fall Fest Committee, nor any other party who may be a sponsor of the Mad City Fall Fest 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 Mad City Fall Fest 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 Mad City Fall Fest.

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

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

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

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

\_\_\_\_\_  
DATE

# 2017 Mad City Fall Fest 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.

OCT 21st: Space #1 \_\_\_\_\_ X \$20.00 + Space #2 X \$20 = \$ \_\_\_\_\_

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

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

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## EXHIBITOR NOTICE & WAIVER

In exchange for requesting participation as an exhibitor in the Mad City Fall Fest 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 Mad City Fall Fest 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 Mad City Fall Fest.

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Authorized Representative*

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### OFFICIAL USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_

PAYMENT AMOUNT RECEIVED: \_\_\_\_\_

APPLICATION ACCEPTED ON: \_\_\_\_\_

APPLICATION RETURNED ON: \_\_\_\_\_