



2017 KIDAPALOOZA FOOD VENDOR INFO PACKET



2017 KIDAPALOOZA FOOD VENDOR APPLICATION INFORMATION

Note: Please be sure to read the *Vendor Application Information & Vendor Application Instructions* before completing and returning the Vendor Application. **Vendor application is due by Friday, Oct 20, 2017 to be considered to participate in the event.**

The annual Kidapalooza event will be held in Downtown Madisonville on October 28, 2017 from 10 AM - 3 PM. This event is jointly sponsored by the City of Madisonville, Independence Bank, and Hopkins County Tourist and Convention Commission.

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 or drinks will be allowed to participate in this event. Vendors will need to bring their own tent, tables, and other supplies as desired. **Should your organization want to participate by providing a *free* children's activity, you will need to fill out the Kidapalooza Activity Booth Application located at madisonvilleky.us. Please note that activity booth participants may not sell any merchandise out of their booth and they cannot solely hand out information.

Vendor booths will tentatively be located along East Center St, Union Street, Court Street, and in the Madisonville Fire Department 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. **Both payment and registration must be received before space will be reserved. We are only taking a select number of food vendors for this event. If you are selected to be a vendor, you will be contacted by the Office of Community Development.** 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 Kidapalooza event 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 KIDAPALOOZA 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 nine (9) and ten (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 ten (10) AM and must remain in operation until at least three (3) PM. Vehicles will not be allowed in the venue after nine-thirty (9:30) AM or before three (3) 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 Kidapalooza Vendor Application to:

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

2017 KIDAPALOOZA 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 Kidapalooza Committee.

_____ Your booth must be set-up, staffed, and ready to operate by five (10) AM on the date of the event. Tear down may begin no earlier than three (3) PM. No vehicles will be allowed in the vendor area after nine-thirty (9:30) AM or before three (3) 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/Kidapalooza Committee, nor any other party who may be a sponsor of the Kidapalooza event 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 Kidapalooza 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 Kidapalooza.

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

NAME OF BUSINESS OR NON-PROFIT ORGANIZATION NAME

PRINTED NAME OF VENDOR'S REPRESENTATIVE

SIGNATURE OF VENDOR'S REPRESENTATIVE

DATE

2017 KIDAPALOOZA 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: Not allowed for this event 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 28TH: 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 in the Kidapalooza 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 Kidapalooza 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 Kidapalooza.

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: _____