

# 2018 MADISONVILLE 4<sup>TH</sup> FEST VENDOR INFORMATION PACKET



## **2018 MADISONVILLE 4<sup>TH</sup> 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 there are major changes for 2018.*

Madisonville 4thFest is Hopkins County's premier summer celebration. Vendors are invited to participate on Wednesday, July 4 from 6 PM – 10 PM and Saturday, July 7 from 6 PM – 9 PM at the Madisonville City Park. Vendor booths will tentatively be located in the parking lot near the playground or in that general area. Each space will be approximately 10' X 12' in size.

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 walkways. Vendors are required to leave their space free from trash and debris when they breakdown.

As 4thFest 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 rescheduled. Therefore, vendors are reminded that **REGISTRATION FEES ARE NON-REFUNDABLE FOR CANCELLATIONS DUE TO WEATHER OR OTHER EVENTS BEYOND THE 4<sup>TH</sup> FEST COMMITTEE'S CONTROL.**

### **Other Important Information:**

- Booth space rental is Twenty Dollars (\$20.00) per event per vendor space (max one space per vendor).
- Vendor set-up will occur between four (4) PM and six (6) PM on the day of the event. Each vendor will be assigned a time to set-up.
- **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 Diane Cardwell at [dcardwell@madisonvillegov.com](mailto:dcardwell@madisonvillegov.com) or 270-824-2100 with questions about your compliance.**
- All vendors must be set-up no later than six (6) PM and must remain in operation until at least eight (8) PM.
- Vehicles will not be allowed in the venue after five (5) 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 2018 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 4thFest Vendor Application to:**

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

# 2018 4thFest 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 4thFest Committee.

\_\_\_\_\_ Your booth must be set-up, staffed, and ready to operate by six (6) 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 five (5) PM or before ten (10) PM.

\_\_\_\_\_ The participating group will be responsible for supplying tables, tents, chairs, cookers, etc. Electricity is not available; however, generators are allowed as long as all materials are confined within the allotted space. All vendors share one water supply.

\_\_\_\_\_ 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 2018 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/Madisonville Renaissance Committee, nor any other party who may be a sponsor of 4thFest 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 4thFest 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 4thFest.

I ATTEST THAT I HAVE READ, AND UNDERSTOOD, ALL THE RULES AND REGULATIONS FOR PARTICIPATION AT 4<sup>TH</sup> FEST AND THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE FOLLOWING ORGANIZATION IN SUBMITTING AN APPLICATION FOR PARTICIPATION AT 4<sup>TH</sup> FEST:

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

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

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

\_\_\_\_\_  
DATE

# 2018 4<sup>TH</sup> 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, any business selling food MUST be in compliance with City of Madisonville Restaurant Tax)*

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 for-profit vendors and \$10 per event non-profit members. Only two vendor spaces per applicant, per event allowed.

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

July 4: Space #1 X \$ \_\_\_\_ + Space #2 X \$ \_\_\_\_ = \$ (City Park)

July 7: Space #1 X \$ \_\_\_\_ + Space #2 X \$ \_\_\_\_ = \$ (City Park)

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

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

\_\_\_\_\_

\_\_\_\_\_

**EXHIBITOR NOTICE & WAIVER**

In exchange for requesting participation as an exhibitor in the 4<sup>th</sup> 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 4thFest 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 4thFest.

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