

2018 FRIDAY NIGHT LIVE VENDOR INFORMATION PACKET



City Park Series 2018 Sponsor



Downtown Series 2018 Sponsor

2018 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 2018.

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.

If event is downtown, vendor booths will be located in 5 vendor zones: Fire Department parking lot (only food and drink), along Union St (retail sales), on Court Street (best for kid-friendly activities/food, within "Kidz Zone"), and on West Center St (food, drink, retail sales, also known as Friday Night Live "West End"), and on East Center St (retail sales, near Hopkins County Regional Chamber of Commerce). You may list your preference of location, but, generally, the item you sell and the date your application is turned in on will determine your location. Vendors will be assigned a zone prior to event via email, but exact locations will be given on a first come, first served basis beginning at the set-up time.

No access to power will be given, but quiet run generators will be allowed.*

* Vendors whose generators are too loud or unsafe will be immediately asked to leave the event, Friday Night Live's purpose is to provide an enjoyable, safe event to our attendees. 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.

If event is at Madisonville City Park, all vendor booths will all be located in the playground parking lot. Exact locations will be given on a first come, first served basis beginning at the set-up time.

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. If a vendor leaves their area messy, the committee reserves the right to ask the vendor to not participate in future events. 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) for for-profit vendors and is Ten Dollars (\$10.00) per event per vendor space (max two spaces per vendor) for non-profit vendors (must attach 501c3 letter).
- **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 or 270-824-2100 with questions about your compliance.**
- Vendor set-up will occur between three (3) and five (5) PM on the day of the event. Vendor locations (in respective zone when applicable) will be given on a first come, first served basis.
- All vendors must be set-up no later than six (6) PM and must remain in operation until at least eight (9) 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 Friday Night Live Vendor Application to:

Office of Community Development

City of Madisonville, KY

PO Box 705

Madisonville, KY 42431

2018 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 nine (9) PM. **No vehicles will be allowed in the vendor area after five (5) 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.

_____ 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 any electrical needs.**

_____ **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 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

2018 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, 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):*

May 18:	Space #1 _____	X \$ _____	+	Space #2 _____	X \$ _____	= \$ _____	(City Park)
June 22:	Space #1 _____	X \$ _____	+	Space #2 _____	X \$ _____	= \$ _____	(Downtown)
July 20:	Space #1 _____	X \$ _____	+	Space #2 _____	X \$ _____	= \$ _____	(Downtown)
Aug 17:	Space #1 _____	X \$ _____	+	Space #2 _____	X \$ _____	= \$ _____	(City Park)
Sept 7:	Space #1 _____	X \$ _____	+	Space #2 _____	X \$ _____	= \$ _____	(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: _____