

# 2018 BACON, BLUES & BIG STORIES FESTIVAL VENDOR INFORMATION PACKET



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Madisonville's Bacon, Blues, and Big Stories Festival will feature performances by Jonny Lang and Samantha Fish, as well as other storytellers and blues artists, activities for children, kayak rentals, hot air balloon rides, food, beer, shopping, and more! The festival will be held Oct 19-20 at Mahr Park at Hidden Hills Farm located at 642 Nebo Rd Madisonville, KY 42431.

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 this 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 COMMITTEE'S CONTROL.**

### Other Important Information:

- Booth space rental is \$100 for the weekend. This includes up to 2 10x10 spaces for canopy tents, or the length of a food truck.
- All vendors will be located on either side of the road between the Mahr Park barn and lake, in a first come, first served basis beginning at set up time.
- Vendors may set up on October 19 and leave their set up for the following day. The committee, nor sponsors, will be responsible for anything lost or stolen.
- Vendor set-up is as follows:
  - October 19 – Set up between 3-5, operate from 5-10 PM – no vehicles in venue between 5-10 PM
  - October 20 – Set up between 10-12 PM, operate from 12 PM – 10 PM – no vehicles in venue between 12-10 PM
- **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.**
- 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 completed Vendor Application to:**

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

# 2018 BACON, BLUES & BIG STORIES FESTIVAL 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 Committee.

\_\_\_\_\_ Your booth must be set-up, staffed, and ready to operate according to the times listed on page under important information on page 2.

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

\_\_\_\_\_ 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 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 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.

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

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

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

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

\_\_\_\_\_  
DATE

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**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:  
\$100 per vendor, payable to City of Madisonville

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 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 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.

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