

SOLAR MADNESS 2017 FESTIVAL VENDOR INFORMATION PACKET



SOLAR MADNESS 2017 FESTIVAL

VENDOR APPLICATION INFORMATION

Note: Please be sure to read the Vendor Application Information & Vendor Application Instructions before completing and returning the Vendor Application.

The Solar MADness 2017 Festival is actually a series of events scheduled for August 18-21, 2017, sponsored by the City of Madisonville, and designed to celebrate Summer, our community, and the eclipse of a lifetime! We predict an additional 20-30,000 visitors or more into Madisonville over this historic weekend, representing a great opportunity for vendors to succeed. You may choose in the Application below to attend one (1) or more of the following events:

<u>Event</u>	<u>Date</u>	<u>Set-Up Time</u>	<u>Location</u>
Friday Night Live (FNL)	8/18/17	2-4 PM	Downtown Madisonville
Total Eclipse of the Park	8/19/17	7-9AM	Madisonville Skate Park
Solarpalooza	8/19/17	9-10AM	Madisonville City Park
MAD Mix of Music Fest	8/20/17	11AM-1PM	Mahr Park at Hidden Hills Farm
Eclipse Viewing Areas	8/21/17	9-10AM	Mahr Park at Hidden Hills Farm <u>or</u> Madisonville City Park

Event Descriptions

Friday Night Live (FNL) is Madisonville's free, outdoor concert series offered to the public throughout the Summer. For eclipse weekend, FNL's featured performer will be Conch Republic, a Jimmy Buffet tribute band who is proven to draw a fun crowd! Attendees of all ages are likely to attend. The performance venue is the First United Bank Plaza at the intersection of East Center St. and Union St., with vendors booths tentatively located along Union Street, behind the old Courthouse, and in the Fire Department parking lot. Vendors of all categories are invited. Event times: 5PM – 10PM

Total Eclipse of the Park will be an exciting event showcasing Madisonville's new skate park located at 109 Sugg Street in downtown. The event will feature professional skaters from NHS Brands of Santa Cruz, CA, along with skate competitions for local participants. This event is expected to attract hundreds of skateboard fans (mostly in their teens to 20's) from across the region given the notoriety of the skaters featured. All vendor categories are invited.

Solarpalooza is a Fun-in-the-Sun extravaganza to be held at our City Park. The event will feature over twelve (12) inflatables, from bouncy houses to huge water slides, a human Foosball arena, outdoor laser tag, and more. We expect Solarpalooza to attract many children visiting in the region for the eclipse weekend, along with their parents, of course. This will be a fun, get wet, kind of afternoon for kids of all ages. Vendors of all categories EXCEPT ALCOHOL are invited to attend. Most vendor booths will be located in the parking lot next to the playground. Event times: 11AM – 4PM.

The **MAD Mix of Music Fest 2017** is planned as a laidback, outdoor concert in our beautiful Mahr Park at Hidden Hills Farm, featuring a broad range of performers from local church bands to King of the Blues, Bosco France. We expect this event to attract younger attendees earlier in the day, transitioning to primarily adults by late afternoon. Vendors of all categories are invited with priority given to food and beverage vendors given the length of the event. Due to local ordinance, the City cannot issue a special event license to vendors of alcoholic beverages on Sundays. Event times: 2-9PM.

Two (2) official **Eclipse Viewing Locations** sponsored by the City will present vendor opportunities. Our featured Viewing Location will be at Mahr Park at Hidden Hills Farm. This venue will offer lots of nature-based and interactive public art activities as well as tethered hot air balloon rides, fishing and a kayak regatta. The other Viewing Area will be at the Madisonville City Park, which includes golf, foot golf, and disk golf courses, public swimming pool, children's playground, and fishing, although no structured activities have been planned as of this date. Both venues are expected to be heavily attended and will open at 8AM.

Vendor Categories

To ensure we adequately provide for our visitors, vendor preference at all events will be given to booths selling food and drink, then to those selling other items such as souvenirs and craft, and lastly to booths that only provide information. Each booth is twelve-foot (12') by ten-foot (10') area and there is a limit of only two (2) booth spaces rented per vendor, per event location. Vendors must bring their own tent, tables, or other supplies as desired.

Vendor booths will tentatively be located in the area reflected on the attached map for each event. Additional space may be designated as required by demand.

Access to power cannot be offered for these events. Quiet generators (only), however, are permitted but must be turned off during the period of eclipse totality (beginning at approx. 1:24pm on Monday, August 21st, for approx. 2 minutes).

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

As the Solar MADness 2017 Festival is a series of outdoor events, 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 SOLAR MADNESS 2017 FESTIVAL COMMITTEE'S CONTROL.**

Other Important Information:

- Booth space rental is Twenty Dollars (\$20.00) per event per vendor space. If your equipment, truck or otherwise, will not fit in a 10' x 12' area, you must rent an additional space (max two spaces per vendor).
- Vendor set-up will occur as set forth above for each event. Each vendor will be assigned a time to set-up.
- All vendors must be set-up no later than the opening time for the event and must remain in operation until no earlier than one (1) hour prior to the closing time of the event.
- Vehicles will not be allowed in the venue during the stated hours of operation of the event.
- 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 Solar MADness 2017 Festival Vendor Application to:

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

2017 SOLAR MADNESS 2017 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 Solar MADness 2017 Festival Committee.

_____ Your booth must be set-up, staffed, and ready to operate as set forth in the Vendor Application Information section of this Packet.

_____ 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 2017 City of Madisonville business license.

_____ Neither City of Madisonville/Madisonville Renaissance Committee, nor any other party who may be a sponsor of the Solar MADness 2017 Festival 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 a Solar MADness 2017 Festival 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 the Solar MADness 2017 Festival.

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 IN THE SOLAR MADNESS 2017 FESTIVAL:

NAME OF BUSINESS OR NON-PROFIT ORGANIZATION NAME

PRINTED NAME OF VENDOR'S REPRESENTATIVE

SIGNATURE OF VENDOR'S REPRESENTATIVE

DATE

SOLAR MADNESS 2017 FESTIVAL 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: (____) _____

Can you receive text messages from the above phone number? Yes _____ No _____

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 (applies to all vendors). Only two vendor spaces per applicant, per event allowed.

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

- AUGUST 18TH: Space #1 _____ X \$20.00 + Space #2 _____ X \$20 = \$ _____ (Friday Night Live)
- AUGUST 19TH: Space #1 _____ X \$20.00 + Space #2 _____ X \$20 = \$ _____ (Total Eclipse of the Park)
- AUGUST 19TH: Space #1 _____ X \$20.00 + Space #2 _____ X \$20 = \$ _____ (Solarpalooza)
- AUGUST 20TH: Space #1 _____ X \$20.00 + Space #2 _____ X \$20 = \$ _____ (MAD Mix of Music Fest)
- AUGUST 21ST: Space #1 _____ X \$20.00 + Space #2 _____ X \$20 = \$ _____ (Eclipse @ Mahr Park)
- AUGUST 21ST: Space #1 _____ X \$20.00 + Space #2 _____ X \$20 = \$ _____ (Eclipse @ City Park)

Total Application Fee Owed = \$ _____

Detailed list of items for sale/display and any pertinent information about your booth: _____

EXHIBITOR NOTICE & WAIVER

In exchange for requesting participation as an exhibitor in a Solar MADness 2017 Festival 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 Solar MADness 2017 Festival, 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 a Solar MADness 2017 Festival event.

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: _____