



Booth Application FOUNDERS' DAY

Tuesday, July 4, 2017
5-10 PM

Booth Name: _____
Contact Person: _____
Address: _____ City: _____
State: _____ Zip: _____ Phone Number: _____
Email: _____

Booth type applying for: (Enter number of 12 ft. x 12 ft. spaces needed in space provided)

Food (\$200) _____
Commercial (\$50) _____
Non-Profit Info Only (\$10) _____
Non-Profit General Sales/Fundraiser (\$25) (non-food items) _____

Please describe in detail merchandise to be sold/displayed. Use reverse for additional space.

*****ONLY FOOD BOOTHS ARE ALLOWED ELECTRIC, NO EXCEPTIONS**

Do you require electricity? _____ If so, how many amps? _____ Special plug needed? _____
Number of plugs needed: _____

Exact dimensions of your booth space:

Deadline: June 15, 2017, provided space is still available, add \$25 late charge and pay by cashier's check or money order.

WAIVER

VENDOR ASSUMES ALL RISK OF AND AGREES THAT THE CITY OF ELIZABETHTOWN SHALL NOT BE LIABLE FOR ANY DAMAGE TO PROPERTY OR INJURY TO OR DEATH OF ANY PERSONS INCLUDING WITHOUT LIMITATION, VENDOR, EMPLOYEES, INVITEES, PATRONS OR AGENTS IN, ON OR ABOUT THE PREMISES. FURTHER, VENDOR AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF ELIZABETHTOWN, ITS EMPLOYEES, AGENTS & DIRECTORS AND OFFICERS FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES WHICH MAY ARISE IN THE USE OF SAID PREMISES.

(No electronic signatures will be accepted.)

Signature of Exhibitor

Date

Founders' Day Rules and Regulations

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Vendor Booths and Fees

Each food vendor shall submit a list of food items that will be sold. There are a limited number of spaces and all spaces will be assigned on a first come first served basis. Each vendor will be contacted by letter, email, or phone call confirming vendor status. If confirmed, each vendor will be given a permit that must be displayed. If the permit cannot be produced when requested during the event, the vendor will be required to purchase a permit on-site for \$200, no exceptions.

Proof of Insurance Requirement:

VENDOR SHALL MAINTAIN GENERAL LIABILITY AT A MINIMUM LIMIT OF \$1,000,000 AND SHALL NAME THE CITY OF ELIZABETHTOWN AS ADDITIONAL INSURED. PROOF OF INSURANCE SHALL BE FILED IN THE FORM OF A CERTIFICATE OF INSURANCE CONTAINING A (30) DAY CANCELLATION CLAUSE AND MUST INCLUDE ALL REQUIREMENTS SO STATED. CERTIFICATE MUST BE RECEIVED (30) DAYS PRIOR TO THE EVENT DATE. FAILURE TO DO SO WILL VOID THE VENDOR'S ABILITY TO ACCESS THE PREMISES AND WILL BE SUBJECT TO FORFEITURE OF ANY AND ALL DEPOSITS. VENDORS WITH EMPLOYEES MUST ALSO PROVIDE PROOF OF WORKERS COMPENSATION AND SAID COVERAGE SHOULD BE INDICATED ON THE CERTIFICATE OF INSURANCE.

Health Department Requirements for Food Vendors:

Food vendors may be required to obtain a temporary permit to sell food from the Health Department. This requirement is your responsibility. Failure to comply will result in consequences provided on-site, on behalf of the Health Department. To obtain, please contact Hardin County Health Department, 850 C Westport Road, Elizabethtown, KY 42701, and 270-769-0312, prior to event. Non-profit food vendors must submit a tax exempt letter to waive fee. The Health Department will be on-site during the event to inspect your food booth and confirm that each food vendor provides a Health Department permit.

Commercial vendors include all for-profit organizations whether they are individual consultants or national organizations. Non-profit vendors must have a licensed 501c3 with the State of KY or listed under a different state. If vendor sells any type of food or beverage without permit purchased to do so, they will be required to purchase a food vendor permit on-site for an additional \$150. Commercial booth applications must include detailed list of items to be displayed or given away. The City reserves the right to deny a permit and set up to any vendor with questionable items. There will be a limit to the number of spaces available for manufactured products of like nature. Spaces will be assigned on a first come-first serve basis. Merchandise approval and booth assignment will be based upon City review.

General Rules

Booth Set-Up

Booth set-up time will begin at 10 a.m. on July 4th. Set-up is not permitted until that time unless special permission is given to vendor by Events Coordinator. Each vendor will be given a permit number and location designation prior to July 4th. All vendors must be set-up and operational no later than 5:00 p.m.

Entry by car to the booth areas will be closed after 4:00 p.m. Booths must be open the entire event time. The display space is approximately 12' x 12'. If a vendor needs additional space, it must be approved by Event Coordinator depending upon space. If approved for additional space, they must pay an additional fee per pricing listed above (food vendors can have up to 25 ft. at no additional cost).

Booth Break-Down

Vendors may break-down their booth any time after 11 p.m. or at close of event, once pedestrian traffic has completely cleared. Coordinate accordingly to maintain operational hours until festival has concluded. There will be no exceptions. However, due to the number of people in the area, **VEHICLES WILL NOT BE ALLOWED IN THE BOOTH AREAS UNTIL THE AREA IS CLEARED OF ALL PEDESTRIAN TRAFFIC. PLAN ACCORDINGLY WITH YOUR STAFF. IF YOU LEAVE EARLIER OR DRIVE TO YOUR BOOTH BEFORE EVENT HAS CONCLUDED, YOU WILL NOT BE ALLOWED TO SET UP THE NEXT YEAR.**

Liability

Display furnishings must be provided by the exhibitor who will be responsible for his/her goods at all times. There will be trash receptacles available to be used by vendors, however, it is the vendor's responsibility to keep their rented area clean and free from debris at all times.

Electric

If electricity is required for your booth, please indicate that on the registration form. **ONLY FOOD VENDORS MAY GET ELECTRIC DUE TO LAYOUT OF AREA.** You must supply your own heavy-duty extension cords (at least 100 ft.) and a way to secure them for the safety of patrons. All cords must be UL listed and rated for outdoor usage and can be used in a wet location. As electricity is limited, access will be made available on a priority basis. All electrical setups will be inspected for safety by the City Electrical Inspector before booth can be operational.

Event Parking

Vehicles are to be parked in the designated parking area immediately after setting up your booth. Parking information will be provided upon arrival or as part of your booth packet.

Overnight Accommodations

Contact the Tourism and Convention Bureau office in Elizabethtown, 800-437-0092 for information on area motels and/or campgrounds. *RV parking is not available at the event site.*

Applications must be accompanied by check or money order. Registration fee must be received by June 15, 2017. No refunds will be made after June 15, 2016. You will not be refunded if event is cancelled due to inclement weather. You will be notified of acceptance by mail or phone.

Make check payable to: The City of Elizabethtown

Return your application to:

City of Elizabethtown

Attn: Events Coordinator

P.O. Box 550

Elizabethtown, KY 42702-0550

Contact Information: Sarah Vaughn, phone: 270.765.6121 x4221,

email:sarah.vaughn@elizabethtownky.gov.

All applications / waivers must be completed and signed or they will not be accepted. The City will not accept electronic signatures.