



# Booth Application CRUISIN' THE HEARTLAND

## COMMERCIAL VENDOR APPLICATION

Saturday, July 28, 2018  
11AM – 9PM

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

Booth type applying for: (Enter number of spaces needed in space provided)

For-Profit Commercial/Informational 10x10	(\$100)	_____
Swap Meet 10x10	(\$25)	_____
Non-Profit Info Only 10x10	(\$25)	_____
Non-Profit General Sales/Fundraiser 10x10	(\$50)	_____

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ELECTRIC IS NOT AVAILABLE.**

Exact dimensions of your booth space if larger than 10x10:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Deadline: July 1<sup>st</sup>, 2018, provided space is still available, add \$25 late charge and pay by cashier's check or money order.***

### **WAIVER**

By signing this release and indemnification agreement, we hereby expressly assume all such risks of injury, loss, or damage to us or to any related third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Elizabethtown, its officers, its employees, or by any other cause.

(No electronic signatures will be accepted.)

\_\_\_\_\_  
Signature of Exhibitor

\_\_\_\_\_  
Date

## Checklist to be Considered:

- Completely filled out application;
- Payment via check, cash or credit card  
(<https://squareup.com/store/etownevents/>)
- Insurance listing City of E-town as additionally insured IF NECESSARY, NOT REQUIRED FOR ALL;
- Read through rules and regulations entirely.

## Rules and Regulations

### Vendor Booths and Fees

Informational/Commercial/Promotional vendors will be charged a vendor fee as noted above. These vendors include all for-profit organizations whether they are individual consultants or national organizations. Non-profit vendors will be charged a vendor fee as noted above for information disbursement only, and an increased fee to fundraise or sell non-food related items. If vendor sells any type of food or beverage without permit purchased to do so, they will be required to shut down operations. 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.

Through festival activities the City of Elizabethtown attempts to create an enjoyable, family atmosphere. To that goal booth space will be not be rented to 501 (c) (4) organizations or other groups or individuals promoting political causes or campaigns. The City reserves the right to rent booth spaces to groups and individuals that involve activities that are compatible with the goals of the festivals as determined by the City in its sole discretion. The distribution of flyers and other printed materials is discouraged and the direct solicitation of funds by groups or individuals is prohibited unless approved by the City.

### General Rules

#### Booth Set-Up

Booth set-up time is currently TBA. The time frame will depend upon location of booths. If vendor location is on 31W in the street space, set-up is not permitted until streets are shut down (approximately 8:30 a.m. on 28<sup>th</sup>). Each vendor will be given a permit number and location designation prior to event. Security will not be provided overnight. All booths must be operational by Saturday, July 28<sup>th</sup> at 11:00 a.m.

Entry by car to the booth areas will be closed after road closure on Saturday morning. Booths must be open the entire event time. The display space is approximately 10' x 10'. This also depends on booked vendors. You must request the needed space on this form. 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.

#### Booth Break-Down

Vendors may break-down their booth on Saturday, July 28th any time after 9 p.m. or at close of event. 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.**

#### 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.

#### Event Parking

Vehicles are to be parked in the designated parking area immediately after setting up your booth. Parking information will be provided with your acceptance package that will be mailed within 3 weeks of the event.

#### 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 July 1<sup>st</sup>. **No refunds will be made after July 15, 2018.** No refunds due to event cancellation if caused by 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.**