



Booth Application CRUISIN' THE HEARTLAND

FOOD BOOTH APPLICATION

Saturday, July 28, 2018
11AM – 9PM

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

Booth type applying for: (Mark X for size and payment amount). Non-Profit booth must submit letter of state exemption and EIN# to receive non-profit rate.

- | | |
|------------------------------|---|
| 1.) Food 10x10 (\$200) _____ | 2.) Non-Profit Food 10x10 (\$125) _____ |
| 3.) Food 10x20 (\$225) _____ | 4.) Non-Profit Food 10x20 (\$150) _____ |
| 5.) Food 10x30 (\$250) _____ | 6.) Non-Profit Food 10x30 (\$175) _____ |

Please describe food that will be sold. Use reverse for additional space.

Electric: NOTE: If you do not mark this form properly, we cannot guarantee enough power on event date. If you are uncertain, contact Event Coordinator ASAP. This must be done before sending in application for approval.

- Do you require electricity? _____
- If so, how many amps per plug? _____ **(NO MORE THAN ONE 50 AMP, OR ONE 30 AMP AND ONE 20 AMP-NO EXCEPTIONS!)**
- Number of plugs needed and type (see availability below):

******The only plugs available are: 20 amp GFC1 receptacles-120V; 30 am receptacles-120V; 50 amp receptacles-240V. These are limited, first come, first served. But you must note on this application to receive. It will not be granted day of if it's not on this application.**

NO MORE THAN ONE 50 AMP, OR ONE 30 AMP AND ONE 20 AMP-NO EXCEPTIONS!

Exact dimensions of your booth space: **NOTE: THIS IS VERY IMPORTANT AS THE BOOTH LOCATIONS ARE MARKED ACCORDING TO WHAT IS NOTED ON THIS APPLICATION. CHANGES CAN RARELY BE MADE DAY OF SET UP.**

Deadline: July 1st, 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;
- Read through rules and regulations entirely;
- Roll roofing or pig matting for any vendor cooking on-site with grease;
- Contacted Health Department of Hardin County.

Rules and Regulations

Saturday, July 28, 2018

Vendor Booths and Fees

Food vendors will be charged a vendor fee based upon booth size. 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 with a packet within three weeks of the event. **NOTE: ALL FOOD VENDORS MUST PROVIDE PROOF OF INSURANCE TO EVENTS COORDINATOR WITH BOOTH APPLICATION AND PAYMENT. IF PROOF OF INSURANCE IS NOT PROVIDED, THE FOOD VENDOR WILL NOT BE PERMITTED TO SET UP AND FEE WILL BE REIMBURSED (no reimbursement after July 15th). LIABILITY INSURANCE POLICY MUST BE VALUED AT LEAST \$1,000,000 OR MORE.**

Health Department Requirements

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.

General Rules

Booth Set-Up

Booth set-up time will begin at **5 p.m.** on Friday, July 27th only for those vendors that will be located in the parking lot of City Hall located on 31W. If vendor location is on 31W (not in City Hall parking lot), set-up is not permitted until streets are shut down (approximately 8:00 a.m. on 28th). Each vendor will be given a permit number and location designation prior to event. All food vendors must be set-up no later than Friday, July 27th 10:00 p.m. if located in City Hall lot, unless otherwise given permission. Security will not be provided overnight and no one is allowed to remain in the City Hall Parking lot overnight. All booths must be operational by Saturday, July 28th at 11:00 a.m.

Entry by car to the booth areas will be closed after 8 a.m. Booths must be open the entire event time. 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. **You will not be granted additional space on-site if it is not requested on application.**

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, **VEHICLE 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.

Electric

If electricity is required for your booth, please indicate that on the registration form. The City has the following available: 20 amp GFC1 receptacles-120V; 30 am receptacles-120V; 50 amp receptacles-240V. Any other requirements different from these are not permitted. 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.** If you have a question about your equipment, please contact Steve Johnson at 270-765-6121 during normal business hours.

Event Parking

Vehicles are to be parked in the designated parking area immediately after setting up your booth. Parking information will be provided in acceptance package.

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 1st, 2018. No refunds will be made after July 15, 2018. No refunds 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.