



2022 BBB Vendor Rules and Regulations

- Non-alcoholic food & beverages are sold only through food booths. All booths must be described in *Vendor Application*, including a list of items and give-a-ways. Merchandise & food vendor approval and booth assignment will be based upon jury review. There are limited spaces and they will be assigned on a first come-first serve basis.
- **INSURANCE REQUIREMENTS**
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. Some commercial vendors, if selling or the act of “creating” the items to sell are dangerous in nature, will be required to provide insurance coverage. This is case by case basis.
- 501c4 organizations and political issue advertising are not permitted to purchase booth space within the festival grounds.
- Food vendors will be permitted to set up their trailers on Friday, May 27th, times are TBA. All booth set-up time will begin at 7AM on Saturday, May 28th. All booths must be set up and ready for operation by Noon. **Entry by car to the booth area will be closed after 10:00 AM.** Booths must be open throughout the entire event time. Earlier set-up must be approved.
- Only non-profit booths are authorized to operate games.
- Limited electricity is available on a first come-first serve basis. Registrants must provide their own electrical cords (100' + recommended). Water hook-up and/or generators are not available nor are they allowed in food area, and vendors must provide their own display furnishings.
- Space is **limited** and the spaces are approximately 10' by 10'. If more space is needed two (2) booth spaces may be reserved. Each space is assigned, and prices are noted on application. Food vendors receive the space they have paid for.
- 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. 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.

- **NO assignments will be made without a signed application, payment and proof of insurance if required.
- Bicycles, skateboards, skates, scooters, or anything causing a hazard or a clean-up problem is prohibited (fireworks, silly string, etc.) Vendors are responsible for cleaning their space.
- Each vendor is responsible for state permits and taxes.
- **Food vendors serving any type of food that dispenses grease are **REQUIRED TO HAVE ROLL ROOFING OR PIG MATTING** laid prior to set-up. This will be inspected and vendors not compliant will not be permitted to start selling or cooking. Vendors must provide personal means of properly disposing of grease AND preventing it from spilling on the pavement. If you spill grease, you must contact a staff member immediately for assistance with clean-up. If grease is not properly removed, vendors will be charged a cleaning fee. The fee will be based upon the clean-up necessary. NO EXCEPTIONS.
- Vendor vehicles are to be parked in the designated parking area immediately after set-up.
- Mail Vendor Application or submit online by April 15th to:

Historic State Theater, Attn: Sarah Vaughn, 209 West Dixie, Elizabethtown, KY 42701. Email or call the City Events Program Manager for additional questions or information, sarah.vaughn@elizabethtownky.gov, (270)234-8258.

- Vendors will be notified of acceptance by receiving a packet of set up information at least 3 weeks prior to event date. No other information will be provided prior to the set up packet.

Deadline for entry: April 15, 2022. Mail Vendor Application, payment, and insurance (separate address and if applicable), and keep the Rules & Regulations to address noted above. Typically event space is full prior to deadline. All first come, first served.

**Consideration will be made for returning vendors asking to remain in the same location as last year. However, due to changing event lay-out and electrical needs, we do reserve the right to place vendors at our discretion.*