

Rules and Regulations

Saturday, September 28, 2024

Vendor Booths and Fees

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. Vendors selling consumable items must consult with the Hardin County Health Department prior to set up. All vendor booth applications must include detailed list of items to be displayed, sold 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. **IF YOU ARE SELLING ITEMS THAT CAN BE HAZARDOUS OR UNSAFE (SHARP OBJECTS, ETC.), OR CONSUMED SUCH AS FOOD, YOU ARE REQUIRED TO PROVIDE PROOF OF LIABILITY INSURANCE. PLEASE CONTACT EVENTS PROGRAM COORDINATOR FOR MORE INFORMATION.**

General Rules

Booth Set-Up

Booth set-up time can begin as early as 6 **a.m.** on Saturday, September 28th. Vendor location information and set-up packets will be mailed at least 3 weeks prior to event. All booths must be operational by 9:30 a.m.

Entry by car to the booth areas will be closed after 9 a.m. on Saturday. Booths must be open the entire event time. The display space is approximately 10' x 10' or as indicated. 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 Events Department depending upon space. If approved for additional space, they must pay an additional fee per pricing listed above. Electric may not be available. IF power is required for operations, you **MUST** contact the Events Coordinator immediately.

Booth Break-Down

Vendors may break-down their booth on Saturday, the 28th any time after 5 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. Any vendor using drugs or alcohol on premises will be asked to leave and not invited to vend at any City event for at least three years.

All vendors are responsible for unloading and setting up their booth space. The City of Elizabethtown will not provide load in and load out help nor will they assist in moving your items.

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.*

All printed applications must be accompanied by check or money order. Registration fee must be received by August 30th. **No refunds will be made after deadline.** No refunds due to event cancellation if caused by inclement weather. You will be notified of acceptance by email or phone.

QUESTIONS OR CONCERNS:

Please contact Priscilla Scarborough at 270-234-8258 or
Priscilla.Scarborough@elizabethtownky.gov

All applications / waivers must be completed and signed or they will not be accepted.