

## Checklist to be Considered:

- Complete application;
- Insurance listing City of E-town as additionally insured (required for all food vendors);
- 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.

## Heartland Harvest Festival 2024 Rules and Regulations

Saturday, September 28, 2024

### 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 15<sup>th</sup>). LIABILITY INSURANCE POLICY MUST BE VALUED AT LEAST \$1,000,000 OR MORE.**

**\*\*FOOD VENDORS SETTING UP AT A CITY OF ELIZABETHTOWN COORDINATED EVENT OR A ONE-DAY FESTIVAL, ARE NOT REQUIRED TO HAVE FOOD VENDOR LICENSE. IF YOU OPERATE OUTSIDE OF THIS EVENT, YOU MUST CONTACT THE CITY OF ELIZABETHTOWN TO OBTAIN THE PROPER LICENSING AS THE ORDINANCE CHANGED FOR 2020. ORD #25-2019**

### 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 **5pm on Friday, September 27<sup>th</sup> only for those vendors who will be located in the parking lot of City Hall located on West Dixie Avenue.** If vendor location is not in the City Hall parking lot, booth set-up may begin as soon as the roads close down, which will be approximately 6:00am on Saturday, September 28<sup>th</sup>. Each vendor will be given a location designation prior to event. All food vendors must be set-up and operational no later than 9:00am, unless otherwise noted in packet.

Entry by car to the booth areas will be closed after 8:00am. on Sat. September 28th. Booths must be open the entire event time. You must request the needed space on this form. If a vendor needs additional space, it must be approved by the 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 and approved.**

#### **Booth Break-Down**

Vendors may break-down their booth on Saturday, September 28<sup>th</sup> 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.

#### **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 Todd Vaughn at 270-401-9992 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 payment and liability insurance information. No refunds if event is cancelled due to inclement weather. You will be notified of acceptance by mail or phone. Refund will be made if event canceled due to Covid-19 related issues.

Return your application to (if print and mail)

City of Elizabethtown Events Dept

Attn: Priscilla Scarborough

209 West Dixie Highway

Elizabethtown, KY 42701

Contact Information: Priscilla Scarborough, phone: 270.234.8258

email: [priscilla.scarborough@elizabethtownky.gov](mailto:priscilla.scarborough@elizabethtownky.gov)