

Cruisin' the Heartland Food Booth Rules and Regulations

Saturday, July 29, 2023

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 20th). LIABILITY INSURANCE POLICY MUST BE VALUED AT LEAST \$1,000,000 OR MORE.**

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.

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 28th 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 6:00 a.m. on 29th). 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 28th 8:00 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 29th at 8:00 a.m.

Entry by car to the booth areas will be closed by 6:30 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 29th 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. **NO DRUG OR ALCOHOL USE IS PERMITTED DURING THE EVENT.** If this behavior is suspected or reporting, you will be suspended from ALL CITY events for no less than three years, **NO EXCEPTIONS.**

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 270-765-6121 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.*

No refunds will be made after July 15. No refunds if event is cancelled due to inclement weather.

Historic State Theater
Attn: Events Program Manager
209 West Dixie Ave.
Elizabethtown, KY 42701

Contact Information: Sarah Vaughn or Priscilla Scarborough, phone: 270.234.8258,
email:events@elizabethtownky.gov