



Rules and Regulations

Saturday, May 11, 2024

Vendor Booths and Fees

Vendors will be charged a vendor fee as noted on application. 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 a detailed list of items to be displayed, sold or given away. The City reserves the right to deny a permit and set up or 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 (CANDLES, SHARP OBJECTS, ETC.), OR CONSUMED SUCH AS FOOD, YOU ARE REQUIRED TO PROVIDE PROOF OF LIABILITY INSURANCE. PLEASE CONTACT EVENT COORDINATOR FOR MORE INFORMATION.**

General Rules

Booth Set-Up

Booth set-up time can begin as early as 12pm on Saturday, May 11th. All booths must be operational by 3:30pm. Vendor location information and set-up packets will be mailed at least 3 weeks prior to event.

Entry by car to the booth areas will be closed after 3 PM on Saturday. Booths must be open the entire event time. The display space is approximately 10' x 10' unless otherwise indicated on application. If a vendor needs additional space, it must be approved by Event Coordinator depending upon availability. Very limited electricity is available. IF power is required for operations, you **MUST** mark where indicated on applications. Please note, generators are not allowed on City property. We welcome battery operated lights, etc.

Booth Break-Down

Vendors may break-down their booth on Saturday, May 11th 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. 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.

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.*

No refunds due to event cancellation if caused by inclement weather.

IMPORTANT TIPS:

- Enter Freeman Lake Park via the Blue Heron Way entrance and continue straight. You will be directed to the Etown Wine Festival Zone as shown on acceptance package mapping.
- All Food and Commercial/Craft Vendor site locations will be identified. Positioning is on a first come basis.
- If granted electricity access, you must provide your own extension cords. The City of Elizabethtown will not provide electrical cords. We recommend using an outdoor rated longer length cord. (i.e. 100-200 feet or more)
- There is no public Wi-Fi.
- Please remember: The City does not provide tenting, tables or chairs. This is the responsibility of each booth exhibitor.

Should you have questions or concerns, please contact...

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