

Vendor Application

July 22, 2010 – July 24, 2010

2010 Vendor Application
Paducah Summer Festival
PO Box 1305 Paducah, KY 42002-1305
Attention: Debbie Cornwell
Contact info: debbiecornwell@comcast.net

Thank you for your interest in the Paducah Summer Festival. Please review and complete the following application thoroughly, print, sign and date the form, and return it, along with a \$100.00 deposit and a copy of your Certification of Insurance (food vendors only), no later than June 16, 2010, to the above address. **This deposit is NON-REFUNDABLE and will be used to reserve your place in the Festival. Your application will NOT be considered without the deposit and Certificate of Insurance.** It is essential that the application be fully completed, as omissions of information lessen your chances of approval for participation. You will be notified of your acceptance or denial after June 16, 2010. If accepted, the remainder of your vending fee is due and payable and your space is confirmed as payment is received. If you are not accepted, your deposit will be returned (this is the only cause for a return of the deposit). Applications will be accepted until all spaces are full. If fees are not received by June 30, 2010 spaces will be assigned to the next applicable vendor and the deposit shall be considered forfeited. Spaces are assigned for the duration of the event and under no circumstances will you be allowed to move during the week. **NO EXCEPTIONS.**

FOOD VENDORS AND NON-FOOD VENDORS

It is the vendor's responsibility to furnish a tent or trailer from which to sell your items. Space sizes reflect tent or trailer and storage trailer (if needed) and are assigned subject to availability and are charged as follows:

Non-Food Vendor: \$250.00 (dependent on size)

Up to 12' x 20' = \$500.00

12' x 20' – 20' x 20' = \$750.00

Over 20' x 20' = \$1,000.00

Food Vendor: \$500.00

Include photo(s) of your tent, trailer, or set-up. Photos must be included for application to be considered complete.

Note: No exhibitors are allowed, with the exception of our sponsors of \$1,000.00 (one thousand dollars) or more. Please contact us if you would like to be a sponsor.

The Vendor Chair must previously approve non-Food Percentage Vendors before submitting an application for the Paducah Summer Festival. If accepted the Festival agrees to accept 20% of your daily sales as your vendor fee for participating in the Summer Festival. Each night a committee member will collect your percentage of sales for that day and provide you with a receipt.

WALK-AROUND-VENDORS Walk-Around-Vendors are defined as vendors who are not assigned a spot, are not authorized to sell competing items that the Food and Non-Food Vendors sell, and are allowed to walk around among the crowd (most commonly novelty items are sold). The vending fee is \$150.00 (one hundred fifty dollars) per night is due by July 3, 2010. Walk-Around-Vendors must

completely fill out this application and are subject to rules #3, 5, 6, and 8 of the Rules of Participation. The Paducah Summer Festival Vendor Coordinator must approve all items sold. Vendor identity tags will be provided on the night of sales and must be worn at all times.

INDEMNITY The vendor and all participants shall indemnify, keep and save harmless, Paducah Promotions Incorporated, City of Paducah, and Paducah Summer Festival, its agents, representatives, members, officials, and employees from any and all liability caused by injury or other circumstances resulting from participating in our vendor program. The spots assigned to the vendor are public and cannot be considered exclusive by the user. The vendor is responsible for any damage done to their assigned sports and will be charged a fee accordingly.

Paducah Summer Festival is an equal opportunity, non-profit entity and does not exclude any person from participating in its events by reasons of such person's race, creed, color, or by reason of such person being a member of a protected class, or otherwise discriminate against any person in the conduct of the event.

Business Name: _____
Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ Ext: _____
Fax: () _____
Email: _____

Please list at least three references/events that you participated in as a vendor. These can be festivals, special events, etc.

Name of Events: _____
Location of Event: _____
Contact Person's Name: _____
Phone: () _____ Ext: _____

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Contact Person's Name: _____
Phone: () _____ Ext: _____

List and describe below (additional space on back) the type of items you will be selling, including the price. The list must be all-inclusive and may not be added to at any time with the approval of the Paducah Summer Festival. Also indication in the space the days you wish to be open for lunch (Thursday, Friday, and/or Saturday). **WALK-AROUND-VENDORS:** List below the night(s) you wish to sell your items.

What is the total size of the space that your trailer or tent (including storage trailer, prep equipment, open windows, etc) will require? Detail reason(s) for larger space if it is needed.

Please indicate the total quantity and type of electricity needed (located within 50' of setup)(1-240 and 3-110 maximum)

110 Volt receptacle (30 amp limit) _____

240 Volt receptacle (50 amp limit) _____

See electrical configuration at bottom of application – Vendors must provide appropriate plug(s) and may need a power cord to reach receptacle.

Please list additional requirements, comments, questions, or concerns you may have in the space provided below.

RULES OF PARTICIPATION

- 1. Licenses:** The vendor must have an updated and appropriate Health Department License and provide it at check-in. The Health Department License must be displayed in a visible place during operation. Additionally, Health Department Officials may inspect food vendors at various times during the week.
- 2. Liability Insurance:** Proof of liability insurance must be provided before setting up as a vendor.
- 3. Vendor times and dates:** Vending dates begin on Thursday, July 22, 2010 and end on Saturday, July 24, 2010. Vendors will begin check-in at 9:00 AM on Thursday, July 22 and space will be assigned. Dinner sales may commence on Thursday, July 22, at 4:00 PM and each day thereafter beginning at 4:00 PM. Lunch sales may commence on Friday, July 23, at 11:00 AM if so desired. Please indicate on this application above if you intend to be open for lunch.
- 4. Trailers/Tents:** Vendors must supply a trailer or tent no larger than 12' x 20' (see provisions for additional space above).
- 5. Cleanliness:** The vendor is responsible for their assigned spot. It is expected that it be left in the same condition it was found. Vendors selling items containing grease must cover the susceptible area of protection. The preferred method of covering is via plywood, plastic, or other as approved by the Paducah Summer Festival.
- 6. Exclusion of sales:** Vendors can sell drinks from their booth but it needs to be Pepsi products. Pepsi is one of our sponsors. Thanks.
- 7. Electricity:** Vendors may be furnished one 240 Volt receptacle (50 amp limit) and three 110 volt receptacles (20 amp limit) for their trailer or tent. Additional receptacles may be provided for an additional charge and are subject to availability. Each vendor is responsible for making connections to the electrical source, providing compatible electrical plugs and supplying appropriate sized power

cords in safe operating condition.

8. **Vending Fee:** Under no circumstances will there be a refund of any portion of the vending fee unless vendor is denied acceptance.

9. **Vendor Tag:** Any food vendor selling items outside of the assigned spot must be approved by the Vendor Chair and will be required to wear a vendor identification tag.

10. **Miscellaneous:** Vendors are not allowed to have personal campers parked at the vending site unless being used for promotional purposes. Information is available for campgrounds and hotels. Dogs are not allowed in the vending area, please make arrangements for your pets.

Vendors must follow the Rules of Participation. Failure to do so may result in immediate dismissal from the event and forfeiture of the vending fee.

I have read and understand the conditions, terms, and rules provided herein and agree to comply.

Print Name: _____

Signature: _____

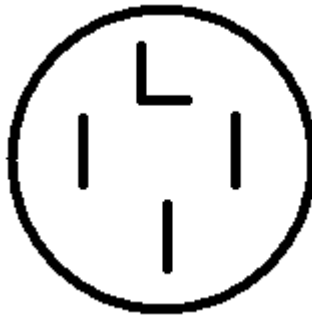
Date: _____

Please contact the Vendor Chairperson should you have any further questions or need more information:

Paducah Summer Festival Chairperson

Debbie Cornwell

Debbiecornwell@comcast.net



Electrical Plug Configuration :

NOTE: Special Electrical Plug needs may be addressed if advised on month prior to the festival. In some instances Electrical Plug Configuration may determine location of vendor spot.