

BURGOO FESTIVAL RULES AND GUIDELINES

1. Vendor space will not be reserved until paid. **Money should be paid in full before September 1, 2010 – there will be penalties for late payments.** The best locations will be available to vendors who have paid prior to August 1 on a first come basis. Money must be submitted along with a completed application form. The Anderson County Burgoo Festival Committee will mail a vendors map by the third week of September with space(s) designated. Limited spaces are available, especially those with electrical hookup. Only 110 v. electricity hookup is located on Main Street. Vendors needing more than 110 v. will be placed on Western Avenue. **No refunds will be given after September 15.**

2. **SETUP OF BOOTHS WILL BEGIN AFTER 8:30 A.M. ON FRIDAY MORNING.** Vendors should plan to set up **between 8:30 a.m. and 4:45 p.m. on Friday, the opening day of the festival.** **No vendors shall be allowed to set-up on Main Street prior to 8:30 a.m. Friday.** Streets will not be closed until 8:30 a.m.

If vendor is unable to set up prior to the times of operation then they must set up in a manner that will not interfere with other vendors. **VENDORS WILL NOT BE PERMITTED TO BRING VEHICLES ON FESTIVAL GROUNDS DURING THE HOURS OF OPERATION.** Vendors are expected to be in operation during the following hours: **Friday, 5:00 p.m.-9:00 p.m.; Saturday, 9:00 a.m.-9:00 p.m.; Sunday, 11:00 a.m.-5:00 p.m.** **SPECIAL NOTE WILL BE TAKEN OF VENDORS WHO DO NOT STAFF THEIR BOOTH DURING BUSINESS HOURS OR WHO LEAVE BEFORE SUNDAY, 5:00 P.M.**

3. Vendor space will be marked on the street with a └ to indicate how far into the street merchandise can be displayed. This will strictly be enforced. You must furnish your own equipment (tables, tents, etc).

4. Vendor space will be available on the following schedule:

10' deep x 12' wide booth area	\$95.00/each if paid and postmarked by June 1, 2010 \$115.00/each if paid or postmarked June 2 – July 1, 2010 \$150.00/each if paid or postmarked after August 1, 2010
Electrical hookup	\$15.00/per outlet (110 v. service)
Electrical hookup	\$25.00/per outlet (220 v. service) <u>LIMITED TO 30 AMP FUSE</u>
Food booth area	Refer to the application for fees (food being prepared on site will require health certificate and inspection by the local health department)

Checks should be made payable to : Anderson County Burgoo Festival, Inc.

Vendors are responsible for obtaining their own health permit, fee payable to the Anderson County Health Department. A health inspection will be required on the first day of the festival. Payment for the health certificate will be collected on site. If you have questions contact:

Anderson County Health Department
208 S. Main Street
Lawrenceburg, Kentucky 40342
(502) 839-4551

5. Sidewalk space is to be used by store owners.

6. Limited electricity will be available on a first-come, first-serve basis at a cost as shown above (item #4). Please specify the items you will be using that require electricity. You must bring your own extension cords. Electrical cords must be in good condition and grounded. Cords may be inspected by the Burgoo Festival Committee.

Festival Rules & Guidelines

7. Vendors must check in with the Festival Committee upon arrival and before setting up.
8. **Vendors must sign a copy of page 2 of the Burgoo Festival Rules & Guidelines and return with their application.**
9. No one will be allowed to move from assigned location. Any exceptions will be decided upon by the Burgoo Festival Committee.
10. **Proof of insurance is requested by the Burgoo Festival Committee. If you have insurance coverage for your business we ask that you provide a copy of certificate. On the application provide the name of your insurance provider and the policy number. The festival will not be responsible for any lost, stolen or damaged property or items. We will not be responsible for any accidents that occur.**
11. You are responsible for your own security. Local law enforcement will be on duty.
12. You must keep your area clean. THIS WILL BE STRICTLY ENFORCED. Food vendors must provide their own trash container and its disposal.
13. Anyone under 18 must be supervised by an adult at all times.
14. The Anderson County Burgoo Festival Committee reserves the right to approve or deny the participation of any applicants.
15. The Anderson County Burgoo Festival Committee reserves the right to place festival participants in order to best benefit the overall festival.
16. The Anderson County Burgoo Festival Committee reserves the right to ask a participant to leave without refund if disagreement results over the location of booth space.
17. Any items with the Burgoo Festival logo or anything resembling the logo will only be sold by the Festival Committee.
18. **Vendors that are selling novelties: we ask that you do not sell any string in a can product or any explosive type devices. This includes bags that release a foul smell when opened or stepped upon. Potato guns are prohibited. The number of spaces available for non-food and non-arts & crafts vendors will be limited.**
19. Vendors are responsible for paying their own state sales tax.
20. **CITY VENDOR LICENSE:** The City of Lawrenceburg requires each vendor to obtain a vendor license. License fee for vendors displaying and selling crafts, notions, general merchandise, etc. will be \$15.00; license fee for vendors selling food will be \$31.25. Please make check payable to the City of Lawrenceburg. A business license will be forwarded to you prior to the day(s) of the event. If you have questions regarding the license contact Robby Hume, City Clerk at (502) 839-5372.

I acknowledge having received and read the Burgoo Festival Rules and Guidelines.

Applicant's Signature & Date

Dear Burgoo Festival Participant:

Plans for the 2010 Anderson County Burgoo Festival are well underway. The dates for this year's festival are September 24, 25 & 26. We are encouraging vendors to get their application and fees turned in early by giving a discount. New this year – fees will be based on receipt of application and fee payment. Use the attached application as your guide.

Enclosed you will find an application for booth space and a new Burgoo Festival Rules & Guidelines information sheet. **Please read carefully, a few changes have been made.** Return your application as soon as possible to have a space reserved. With the growth of the festival and its focus on heritage the number of spaces available for non-food and non-arts & crafts vendors will be limited.

Please find also enclosed an application for a city vendor license. Refer to item #20 on the Burgoo Festival Rules & Guidelines informational sheet. Both applications must be completed and returned to the Anderson County Burgoo Festival, Inc. address.

We hope to have another successful year and hope you will join us in 2010!

Sincerely,

Anderson Co. Burgoo Festival Committee

Enclosures

