

2011 BURGOO FESTIVAL BOOTH APPLICATION

Office Use Only	Booth # _____
Date Rec'd _____	Paid _____

NAME/ORGANIZATION _____

CONTACT PERSON _____ TELEPHONE (_____) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____
Address of contact person

TYPE OF SPACE NEEDED: _____ FOOD CONCESSIONS _____ COMMERCIAL EXHIBIT _____ ARTS & CRAFTS _____ OTHER _____

Insurance Policy Provider _____ Policy # _____

PLEASE ENCLOSE CHECK AND COMPLETED APPLICATION FORM – SPACE WILL NOT BE RESERVED WITHOUT PAYMENT

FOOD VENDORS: If applicable - Statewide Mobile Food Unit Number: _____

<u>Paid & postmarked by May 31, 2011</u>	<u>Paid & postmarked June 1 – July 31, 2011</u>	<u>Paid & postmarked August 1 or later</u>
_____ 1 space - \$170	_____ 1 space - \$190	_____ 1 space - \$215
_____ 2 spaces - \$295	_____ 2 spaces - \$315	_____ 2 spaces - \$340
_____ 3 spaces - \$395	_____ 3 spaces - \$415	_____ 3 spaces - \$440
_____ 4 spaces - \$495	_____ 4 spaces - \$515	_____ 4 spaces - \$540
_____ 5 spaces - \$595	_____ 5 spaces - \$615	_____ 5 spaces - \$640

Total # of spaces: (EACH SPACE IS 10' DEEP X 12' WIDE) _____ Total Space Cost: A. _____

of 110 volt electrical outlets needed: _____ x \$15.00 B. _____

of 220 volt electrical outlets needed: LIMIT TO 30 AMPS _____ x \$25.00 C. _____

TOTAL COST FOR FOOD VENDORS (Add spaces A, B, & C for total): This amount should be enclosed \$ _____

List items to be sold: _____

COMMERCIAL EXHIBITORS & RETAIL: Paid & Postmarked :

	<u>By May 31</u>	<u>June 1 – July 31</u>	<u>August 1 or later</u>	
# OF SPACES NEEDED _____ x	\$95	\$115	\$140	D. _____

ARTS & CRAFTS & NON-PROFITS: Paid & Postmarked :

	<u>By May 31</u>	<u>June 1 – July 31</u>	<u>August 1 or later</u>	
# OF SPACES NEEDED _____ x	\$65	\$85	\$110	E. _____

of 110 volt electrical outlets needed: _____ x \$15.00 F. _____

of 220 volt electrical outlets needed: LIMIT TO 30 AMPS _____ x \$25.00 G. _____

TOTAL COST FOR ALL OTHER VENDORS (add D, E, F & G for total) This amount should be enclosed \$ _____

COMMERCIAL – ARTS&CRAFTS – OTHER EXHIBITORS: List items to be sold _____

NO REFUNDS WILL BE MADE AFTER SEPTEMBER 15.

MAKE CHECKS PAYABLE TO: ANDERSON COUNTY BURGOO FESTIVAL
 P.O. BOX 385
 LAWRENCEBURG, KENTUCKY 40342

FOR ADDITIONAL INFORMATION, CONTACT:
 502-680-0453

BURGOO FESTIVAL RULES AND GUIDELINES

1. Vendor space will not be reserved until paid. **Money should be paid in full before September 1, 2011 – 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. An early departure fee of \$100 will be assessed to vendors that leave before 4:00 p.m. on Sunday, October 2, 2011.**

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.**

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). **All spaces measure 10'x 12'.** That translates to 10' into the street from the curb and 12' along the curb. If your setup requires more space than this you must purchase more spaces.

4. The Anderson County Burgoo Festival will accept vendors with the following designations:
Food Vendor – defined as an exhibitor that will be selling food on-site. All food vendors will require an inspection by the local health department. **Commercial Exhibitor** – defined as an exhibitor that is setting up at the festival for promotional purposes and may not be selling a product on site. **Retail Exhibitor** – defined as an exhibitor that is re-selling manufactured goods. **Arts & Crafts Exhibitor**– defined as an exhibitor that is selling items that have been crafted by hand. This designation is for exhibitors who have created the finished product that is to be sold. **Non Profit Exhibitor** – defined as any local non-profit group – must be a known organization in the community.
The cost of booth space is determined by the type of exhibitor and the date of receipt of the completed application and appropriate fee. Refer to the application form for specifics.

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 about the health inspection contact: Anderson County Health Department (502) 839-4551

5. Sidewalk space is to be used by store owners. Vendors should not use the sidewalk as an overflow area for their booth.

6. Limited electricity will be available on a first-come, first-serve basis. 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. **110 hookup fee - \$15.00 for the weekend and 220 hookup fee - \$25.00 for the weekend.** If you are concerned about the 30 amp maximum load please contact festival officials regarding your concern before arriving at the festival.

7. Vendors must check in with the Festival Committee upon arrival and before setting up.

8. No one will be allowed to move from assigned location. Any exceptions will be decided upon by the Burgoo Festival Committee.

9. **Vendors must sign a copy of page 2 of the Burgoo Festival Rules & Guidelines and return with their application.**
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 throughout the festival.
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. The Festival Committee does not give any vendor exclusive rights to any items being sold. If a vendor is concerned about items being sold they should contact the committee before the festival.
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

**ANDERSON COUNTY
BURGOO FESTIVAL**

**"BURGOO CAPITAL
OF THE WORLD"**



Dear Burgoo Festival Participant:

Plans for the 2011 Anderson County Burgoo Festival are well underway. The dates for this year's festival are September 30, October 1 & 2. 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. If you have questions regarding which type of vendor heading you would fall under, refer to item #4 of the Burgoo Festival Rules & Guidelines.

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 2011!

Sincerely,

Anderson Co. Burgoo Festival Committee

Enclosures