

**2018 BURGEO FESTIVAL VENDOR APPLICATION
AND HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

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

NAME/ORGANIZATION _____

CONTACT PERSON _____ TELEPHONE (____) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____
(Address of contact person) Email: _____

Name of individuals who will participate with or for the Vendor.

TYPE OF SPACE NEEDED: _____ FOOD CONCESSIONS _____ RETAIL 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: _____

The best locations will be available to vendors who have paid prior to July 1 on a first come basis.

- _____ 1 space - \$255
- _____ 2 spaces - \$385
- _____ 3 spaces - \$490
- _____ 4 spaces - \$595
- _____ 5 spaces - \$700

_____ I need 220 volt (30 amp plug).

_____ I need 220 volt (50 amp plug).

There will be no live hookups allowed.

50 Amp NEMA 14-50

30 Amp NEMA L14-30-R

All Circuit Breakers are GFCI.

(For additional information on electrical needs, contact Monty Rhody at 502-343-8518.)

Total # of spaces: **(EACH SPACE IS 10' DEEP X 16' WIDE)** _____ Total Space Cost: _____

TOTAL COST FOR FOOD VENDORS This amount should be enclosed. \$ _____

List items to be sold: _____

(EACH SPACE IS 10' DEEP X 12' WIDE)

RETAIL EXHIBITORS:

The best locations will be available to vendors who have paid prior to July 1 on a first come basis.

OF SPACES NEEDED _____ x \$120 (Includes power for lighting only. Please contact us in advance if more electric is needed). D. _____

ARTS & CRAFTS & NON-PROFITS:

The best locations will be available to vendors who have paid prior to July 1 on a first come basis.

OF SPACES NEEDED _____ x \$85 (Includes power for lighting only. Please contact us in advance if more electric is needed). E. _____

Only 110 volt electrical outlets on Main St. **(NO 220 V AVAILABLE ON MAIN ST.)**

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

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

BURGOO FESTIVAL RULES AND GUIDELINES

1. Vendor space will not be reserved until paid. **Money should be paid in full before August 1, 2018 – there will be penalties for late payments.** The best locations will be available to vendors who have paid prior to July 1 on a first come basis. **You are not guaranteed the same booth space you had last year.** Money must be submitted along with a completed application form. The Anderson County Burgoo Festival, Inc. (ACBF, Inc.) will mail a vendors map by the second week of September with space(s) designated. Limited spaces are available. Only 110 v. electricity hookup is located on Main Street. **No refunds will be given after September 1.** *An early departure fee of \$100 will be assessed to vendors that leave before 4:00 p.m. on Sunday, September 30.*

2. **SETUP TIME.** Vendors should plan to set up between 9:00 a.m. and 4:45 p.m. on Friday, the opening day of the festival. **NO VENDORS SHALL BE ALLOWED TO SET UP ON ANY STREETS PRIOR TO 9:00 A.M. FRIDAY.** Streets will not be closed until 8:30 a.m.

If vendors are unable to set up prior to the times of operation, 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, 11:30 a.m.-4:30 p.m.** **SPECIAL NOTE WILL BE TAKEN OF VENDORS WHO DO NOT STAFF THEIR BOOTH DURING BUSINESS HOURS.**

3. **Regular 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). **Spaces on Main Street measure 10'x12'.** That translates to 10' from the center of the street toward the curb and 12' long. If your setup requires more space than this, you must purchase more spaces. **You will have one, 110 plug. If you need more plugs, you must bring a two-outlet pigtail with you.**

Food Vendor space will be marked on the street the same as above but **your space will measure 10'x16' this year.** That translates to 10' into the street from the curb and 16' along the curb. **This includes trailer tongues, awnings, etc. This will strictly be enforced!** If your setup requires more space than this, you must purchase more spaces. You must furnish your own equipment (tables, tents, etc.)

4. The ACBF, Inc. will accept vendors with the following designations: **Food Vendor** – defined as an exhibitor that will be selling food or drinks on site. All food vendors will require an inspection by the local health department and are required to have proof of insurance. **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 appropriate fee. Refer to the application form for specifics.

Checks should be made payable to: ANDERSON COUNTY BURGOO FESTIVAL, INC., P.O. BOX 385, LAWRENCEBURG, KY 40342. (For additional information, contact: 502-598-9748.)

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.

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 ACBF, Inc. If you need power other than lighting, please contact us. If you are concerned about the 30 amp or 50 amp, please contact Monty Rhody at 502-343-8518 regarding your concern before arriving at the festival.

7. **Vendors must sign a copy of page 3 of the Burgoo Festival Rules & Guidelines and return with their application.**
8. Vendors must check in with the ACBF, Inc. upon arrival and **before** setting up.
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 ACBF, Inc., (required for food vendors.) 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. I further understand the ACBF, Inc. reserves the right to reject any or all applications/applicants without cause or reason. **The ACBF, Inc. also reserves the right to place festival participants in order to best benefit the overall festival** and the right to ask a participant to leave without refund if disagreement results over the location of booth space.
15. The ACBF, Inc. 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.
16. In the event of cancellation of the festival, all booth fees will be refunded.
17. Any items with the ACBF, Inc. logo or anything resembling the logo will only be sold by the ACBF, Inc.
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 will be \$25.00. Please make check payable to the City of Lawrenceburg and mail to: P.O. Box 290, Lawrenceburg, KY 40342. A business license will be forwarded to you prior to the day(s) of the event. If you have questions regarding the license contact Robbie Hume, City Clerk at (502) 839-5372.
21. **IMPORTANT – See number 21. on next page. Do not return application without including it.**

21. HOLD HARMLESS & INDEMNIFICATION AGREEMENT

THE undersigned applicant/vendor does hereby agree to forever release and does hold harmless, the Anderson County Burgoo Festival, Inc., the County of Anderson, and the City of Lawrenceburg, their directors, members, employees, agents, and assigns from any and all claims, liabilities losses, damages, expenses (including but not limited to attorney's fees) resulting from damage, harm or injury to my property and/or person, no matter how incurred, as may be sustained by me or my property, during my presence at any activity relating to the 2018 Burgoo Festival.

I do further agree to indemnify, defend and hold harmless the entities set forth in the preceding paragraph from and against any and all claims, liabilities, losses, damages, costs, expenses (including but not limited to attorney's fees), judgments and penalties that the said entities may incur and which arose out of any of my actions or omissions, or the acts or omissions of my agents, employees and those who participate in the Festival at my direction as such claims, etc. may be asserted by myself, my agents, employees and those who participate in the Festival at my direction.

In the event that a vendor, agent, employee or participant is under the age of eighteen (18) years, the undersigned parent or legal guardian of such participant agrees to indemnify, defend and hold harmless the entities set forth above from and against any and all claims, liabilities, losses, damages, costs, expenses (including but not limited to attorney's fees), judgments and penalties arising out of such under-aged individuals' participation in the Festival.

Signature _____ Date _____

Names of all individuals who will participate with or for the Vendor.

_____	_____
_____	_____
_____	_____



**"BURGOO CAPITAL
OF THE WORLD"**

Dear Burgoo Festival Participant:

Exciting plans are underway for the 2018 Anderson County Burgoo Festival, Inc. The dates for this year's festival are September 28, 29, & 30. Organized in 1993, we had our first festival in 1994. Come celebrate our 25th festival with us in 2018. We are encouraging vendors to get their application and fees turned in early. 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. **You are not guaranteed the same booth space you had last year.** With the growth of the festival, 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). It should be returned to the City of Lawrenceburg.

The vendor application and hold harmless agreement should be returned to the Anderson County Burgoo Festival, Inc. address.

We hope you will join us in 2018 for lots of fun and an exciting festival!

Sincerely,

Anderson County Burgoo Festival, Inc.

Enclosures