



# 2019 FRIDAY NIGHT LIVE VENDOR INFORMATION PACKET

# 2019 VENDOR APPLICATION INFORMATION

NOTE: Please be sure to read the Vendor Application Information and Vendor Application Instructions before completed and returning the Applications as there are changes from 2018.

In an effort to promote more sustained interest in the vendor area, vendor preference will be given to booths that have items for sell (i.e. food, crafts, etc.) over booths that only provide information. Each booth is twelve-foot (12') by ten-foot (10') and there is a limit of only two (2) booth spaces rented per vendor, per event date, with the exception of food trucks and trailers.

The **event will take place downtown**, meaning there will be four vendor zones that will have applicable booths assigned to coordinating spots within each related zone. Center Street (craft/retail vendors), Police Department parking lot (alcohol vendors), Center Street (food and drink vendors), Court Street (interspersed in Kidz Zone, must be kid-friendly/related vendors). The items that you sell will determine your placement in the related zone. The date your application is submitted will determine your assigned spot within the corresponding zone. Vendors will be alerted to position assignment prior to event via email.

**No access to power will be given, but quiet run generators will be allowed.\***

\*Vendors whose generators are too loud or unsafe will be immediately asked to leave the event, Friday Night Live's purpose is to provide an enjoyable, safe event to our attendees. Should you have any questions about the safety of your generator, members of Madisonville Fire Department will be present and able to answer questions.

**Booth payment and registration must be received before space will be reserved. Any vendor that is not selected for participation will have their vendor fee returned.**

All supplies must be confined to the designated booth space and must not block sidewalks. Vendors are required to leave their space free from trash and debris when they breakdown. If a vendor leaves their area messy, the committee reserves the right to ask the vendor not to participate in future events. As Friday Night Live is an outdoor event, the potential for adverse weather exists. Should an event need to be cancelled for weather related reasons, it will NOT be rescheduled. Therefore, vendors are reminded that **REGISTRATION FEES ARE NON-REFUNDABLE FOR CANCELLATIONS DUE TO WEATHER OR OTHER EVENTS BEYOND THE FRIDAY NIGHT LIVE COMMITTEE'S CONTROL.**

## OTHER IMPORTANT INFORMATION

- Booth space rental for for-profit vendors is twenty dollars (\$30.00) per event per vendor space with a maximum of two spaces per vendor per event. Booth space for non-profit vendors is ten dollars (\$10.00) per event per vendors space with a maximum of two spaces per vendor per event (501c3 letter must be attached to qualify) with the exception of food trucks and trailers.
- **All food vendors must be up-to-date with the Restaurant Tax Guidelines before they are eligible to set up during the event unless classified as a 501c3 organization. Please contact Donna Earl at [dearl@madisonvillegov.com](mailto:dearl@madisonvillegov.com) or (270) 824-2100 with questions regarding your compliance. There will be a limited number of food vendors permitted in 2019. These will be selected on a first-come-first-serve basis.**
- Vendor set-up will occur between three (3:00 PM) and five (5:00 PM) on the day of the event. Vendor locations will be assigned in applicable zones based on submission dates of applications.
- Vehicles will not be allowed in the venue after five (5:00 PM) or before ten (10:00 PM).
- The Vendor Guideline Sheet must be completed and returned with the Vendor Application and payment before being considered for participation.
- Food vendors are required to follow ALL Hopkins County Health Department regulations pertaining to food sales and food service.
- All vendors not classified as a 501c3 organization must provide a copy of their 2019 City of Madisonville Business License when submitting their vendor application.
- Complete applications contains: Vendor Guidelines Form (initialed, signed and dated), Vendor Application Form (signed and dated), Payment (checks payable to the City of Madisonville), Copy of Current Business License (if required) and Copy of Health Department Permit (if required).

**Send complete Friday Night Live Applications to:  
Skylar Phaup  
Director of Public Relations and Customer Service  
City of Madisonville  
67 N. Main St.  
Madisonville, KY 42431**

# 2019 FRIDAY NIGHT LIVE VENDOR APPLICATION

PLEASE PRINT ALL INFORMATION BELOW.

NAME OF NON-PROFIT OR COMMERCIAL ENTITY: \_\_\_\_\_

TYPE OF ORGANIZATION: NON-PROFIT: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_

(Individual and/or businesses selling any type of product must attach a current copy of their City of Madisonville business license. Any business selling food must be in compliance with City of Madisonville Restaurant Tax.)

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TYPE OF BOOTH: FOOD \_\_\_\_\_ RETAIL SALES \_\_\_\_\_ INFORMATION \_\_\_\_\_

## NON-REFUNDABLE REGISTRATION FEE:

\$30 PER EVENT FOR-PROFIT VENDORS AND \$10 PER EVENT NON-PROFIT MEMBERS. ONLY TWO VENDOR SPACES PER APPLICANT, PER EVENT ALLOWED.

## REGISTERING FOR EVENT DATE (MARK ALL THAT APPLY):

JUNE 14: SPACE #1 \_\_\_\_\_ X \$ \_\_\_\_\_ + SPACE #2 \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (DOWNTOWN)

JULY 19: SPACE #1 \_\_\_\_\_ X \$ \_\_\_\_\_ + SPACE #2 \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (DOWNTOWN)

AUGUST 2: SPACE #1 \_\_\_\_\_ X \$ \_\_\_\_\_ + SPACE #2 \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (DOWNTOWN)

TOTAL APPLICATION FEE OWED: \$ \_\_\_\_\_

## DETAILED LIST OF ITEMS FOR SALE/DISPLAY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EXHIBITOR NOTICE & WAIVER

IN EXCHANGE FOR REQUESTING PARTICIPATION AS AN EXHIBITOR IN THE FRIDAY NIGHT LIVE EVENT, I AFFIRM AND AGREE TO HOLD HARMLESS THE CITY OF MADISONVILLE AND ANY AND ALL ORGANIZATIONS THAT MAY BE A SPONSORING ENTITY OF THE FRIDAY NIGHT LIVE EVENT, THEIR RESPECTIVE DIRECTORS, OFFICERS, AGENTS, AND ASSIGNS FROM ANY AND ALL LOSS, CLAIM, ACTION, SUIT OR LIABILITY TO THIRD PERSONS (INCLUDING ATTORNEY FEES AT TRIAL AND APPEAL), FROM ANY CAUSE WHETHER DIRECTLY OR INDIRECTLY RELATED TO THIS EVENT OR THIS AGREEMENT INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR INJURY TO PERSONS INCLUDING DEATH OR DESTRUCTION OF PROPERTY; WHETHER INTENTIONAL, NEGLIGENT, OR CONSEQUENTIAL AS A RESULT OF ANY ACT OR OMISSION OF YOURS, OR THE OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS OF YOUR BUSINESS OR ORGANIZATION PARTICIPATING AT FRIDAY NIGHT LIVE.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

## OFFICIAL USE ONLY

DATE APPLICATION RECEIVED: \_\_\_\_\_

PAYMENT AMOUNT RECEIVED: \_\_\_\_\_

APPLICATION ACCEPTED ON: \_\_\_\_\_

APPLICATION RETURNED ON: \_\_\_\_\_

# 2019 FRIDAY NIGHT LIVE VENDOR GUIDELINES

PLEASE READ AND INITIAL THE FOLLOWING GUIDELINES.  
ONCE COMPLETED SIGN, DATE AND REMIT WITH YOUR VENDOR FORM.

## INITIAL

\_\_\_\_\_ VENDOR APPLICATION FEES ARE NON-REFUNDABLE FOR ANY REASON UNLESS YOUR APPLICATION IS DENIED. AS AN OUTDOOR FESTIVAL, THIS EVENT MAY BE CANCELLED DUE TO WEATHER OR OTHER ACTIVITIES BEYOND THE CONTROL OF THE FRIDAY NIGHT LIVE COMMITTEE.

\_\_\_\_\_ YOUR BOOTH MUST BE SET-UP, STAFFED, AND READY TO OPERATE BY FIVE (5) PM ON THE DATE OF THE EVENT. TEAR DOWN MAY BEGIN NO EARLIER THAN NINE (9) PM. NO VEHICLES WILL BE ALLOWED IN THE VENDOR AREA BETWEEN THE HOURS OF FIVE (5) PM AND TEN (10) PM.

\_\_\_\_\_ NO GROUND STAKES ALLOWED. IF USING A TENT, YOU MUST SECURE YOUR TENT WITH PROPER GROUND WEIGHTS AS NEEDED.

\_\_\_\_\_ AT CHECK-IN, ALL EXHIBITORS WILL RECEIVE A MAP SHOWING THE LOCATION OF THEIR SPACE ALONG WITH LOADING AND UNLOADING INSTRUCTIONS.

\_\_\_\_\_ VENDORS MUST PROVIDE NECESSARY EQUIPMENT TO OPERATE THEIR BOOTH. EACH BOOTH IS TO SUPPLY ITS OWN TRASH RECEPTACLE, TABLE, TENT AND CHAIRS.

\_\_\_\_\_ NO FOOD ITEMS DISTRIBUTED AT ANY BOOTH WITHOUT FOLLOWING ALL GUIDELINES ENACTED BY THE HOPKINS COUNTY HEALTH DEPARTMENT.

\_\_\_\_\_ ALL COOKING OILS, GREASE, ETC. MUST BE CAPTURED AND CONTAINED SO AS NOT TO BE DRIPPED, SPILLED, OR OTHERWISE DISTRIBUTED ON THE PAVEMENT OR GROUNDS OF THE VENUE. ALL COOKING GREASE/OILS MUST BE DISPOSED OF OFF SITE AND NOT POURED DOWN GUTTERS OR DRAINS OR PLACED IN TRASH CANS.

\_\_\_\_\_ IT IS THE RESPONSIBILITY OF ALL VENDORS TO OBTAIN ANY AND ALL, NECESSARY PERMITS, LICENSES, ETC. AS REQUIRED BY LOCAL, STATE, OR FEDERAL LAW. FOR COMMERCIAL BUSINESSES. THIS INCLUDES A 2019 CITY OF MADISONVILLE BUSINESS LICENSE. FOR COMMERCIAL FOOD BUSINESSES, THIS ALSO INCLUDES A STATEMENT VERIFYING THAT THE FOOD VENDOR IS IN COMPLIANCE WITH THE RESTAURANT TAX.

\_\_\_\_\_ NEITHER CITY OF MADISONVILLE/MADISONVILLE TOURISM ADVISORY BOARD, NOR ANY OTHER PARTY WHO MAY BE A SPONSOR OF FRIDAY NIGHT LIVE ARE RESPONSIBLE FOR ANY VENDOR APPLICATIONS THAT MAY BE LOST DURING SUBMISSION TO PARTICIPATE.

\_\_\_\_\_ HOLD HARMLESS: BY SIGNING THIS FORM, YOU AFFIRM AND AGREE TO HOLD HARMLESS THE CITY OF MADISONVILLE, AND ANY AND ALL OTHER ORGANIZATIONS THAT MAY BE A SPONSORING ENTITY OF THE FRIDAY NIGHT LIVE EVENT, THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, AND ASSIGNS FROM ANY AND ALL LOSS, CLAIM, ACTION, SUIT OR LIABILITY TO THIRD PERSONS (INCLUDING ATTORNEY FEES AT TRIAL AND APPEAL), FROM ANY CAUSE WHETHER DIRECTLY OR INDIRECTLY RELATED TO THIS EVENT OR THIS AGREEMENT INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR INJURY TO PERSONS INCLUDING DEATH OR DESTRUCTION OF PROPERTY; WHETHER INTENTIONAL, NEGLIGENT, OR CONSEQUENTIAL AS A RESULT OF ANY ACT OR OMISSION OF YOURS, OR THE OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS OF YOUR BUSINESS OR ORGANIZATION PARTICIPATING IN FRIDAY NIGHT LIVE.

I ATTEST THAT I HAVE READ, AND UNDERSTOOD, ALL THE RULES AND REGULATIONS FOR PARTICIPATION AT FRIDAY NIGHT LIVE AND THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE FOLLOWING ORGANIZATION IN SUBMITTING AN APPLICATION FOR PARTICIPATION AT FRIDAY NIGHT LIVE.

\_\_\_\_\_  
NAME OF BUSINESS OR NON-PROFIT ORGANIZATION NAME

\_\_\_\_\_  
PRINTED NAME OF VENDOR'S REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE OF VENDOR'S REPRESENTATIVE

\_\_\_\_\_  
DATE