



# 4th Fest & Praise in the Park

## Vendor Application



Please note: Communication is primarily through E-Mail.

**You MUST provide a working e-mail address for communication.**

\*\*\*SET UP AND TEAR DOWN INSTRUCTIONS TO FOLLOW IN AN ADDITIONAL VENDOR GUIDELINES EMAIL \*\*\*

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A COPY OF YOUR BUSINESS LICENSE!**

### VENDOR FEES:

- Vendor Fees are *per space, per day*
- Vendor Spaces are 12FT x 15FT
- HOPKINS COUNTY BUSINESSES: \$100 per space, per day
- OUT OF COUNTY BUSINESSES: \$150 per space, per day
- NON-PROFIT VENDORS: \$50 per space, per day

**\*\*\*NOTICE\*\*\* Vendors attending all 3 days will receive a \$50 discount off the total**

### **BUSINESS ACCOUNT #:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Booth:  Food     Retail Sales     Information/Activity

Type of Set Up and Size: Truck:  \_\_\_\_\_ Trailer:  \_\_\_\_\_ Tent:  \_\_\_\_\_

**\*\*\* list length of food truck, trailer, or tent\*\*\***

(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 compliant with City of Madisonville Restaurant Tax.)

Register for event date (mark all that apply) – Please list number of spaces you are applying for.

4th Fest:                     July 4 \_\_\_\_\_ spaces                     July 5 \_\_\_\_\_ spaces

Praise in the Park:         July 6 \_\_\_\_\_ spaces

### List items to be sold:

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# 4th Fest & Praise in the Park Vendor Guidelines

## Please Initial

\_\_\_\_\_ Vendor application fees are non-refundable for any reason unless your application is denied. 4th Fest and Praise in the Park are outdoor events and may be cancelled due to weather or other incidents beyond the control of the City of Madisonville.

\_\_\_\_\_ Set up and tear down instructions will be provided for each event. Vehicles are not allowed in the vendor area and must be parked in a different location.

\_\_\_\_\_ Vendors will be given their location during check-in on the date of the event. Due to the varying nature of each event, vendor locations may be changed.

\_\_\_\_\_ Vendors must supply all equipment necessary for operation including trash receptacles, tables, chairs, tents, leveling items and quiet run generators (under 75 decibels). Ground stakes are not allowed and all tents must be secured with proper ground weights as needed. Any generator deemed too loud or unsafe will not be allowed to operate. **No power or water will be provided** for vendors at the venue, all power must be generator driven.

\_\_\_\_\_ All cooking oils, grease, etc. must be captured and contained so they do not drip, spill, or otherwise distribute on the pavement of the venue. All cooking grease/oils must be disposed of off-site and not poured down gutters or drains or placed in the trashcans.

\_\_\_\_\_ Any vendor distributing food items must follow all guidelines enacted by the Hopkins County Health Department.

\_\_\_\_\_ It is the Vendor's responsibility to obtain any and all necessary permits, license, etc. as required by local, state or federal law. This including a 2024 City of Madisonville business license if applicable. Vendors **MUST** remain current or will not be allowed to set up.

\_\_\_\_\_ My vendor contact information is okay to share with other business inquirers.

I attest that I have read and understand all the rules and regulations for participation as a vendor in the 4th Fest and/or Praise in the Park and that I am authorized to act on behalf of the following organization in submitting this application.

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

\_\_\_\_\_  
Date

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

## **Waiver and Notice**

**In exchange for requesting participation as an exhibitor in the 4th Fest and/or Praise in the Park, I affirm and agree to hold harmless the City of Madisonville and any and all organizations that may be a sponsoring entity of the event, their respective directors, officers, agents, and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees and 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 4th Fest and/or Praise in the Park.**

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**Signature of Authorized Representative**

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**Date**

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**Printed Name of Authorized Representative**

## **Vendor Information**

- Local vendors and past participants are given first priority; however, consideration will be made to ensure various foods are featured at each event.**
- Applications are due by Friday, June 6, 2025, at 4:00pm. Vendors will receive notification of application status by Friday, June 13, 2025, if they are not notified at the time of submission.**
- Applications can be submitted with vendor fee (made payable to The City of Madisonville) and current copy of City of Madisonville business license to City Hall - 67 North Main Street Madisonville, KY attention to: Luci Bess.**

**For additional information or questions please contact:  
Luci Bess (270)824-2100 lbess@madisonvillegov.com**