

Deck The Park

Vendor Application

Please note: Communication is primarily through E-Mail.
You MUST provide a working e-mail address for communication.

EVENT DATE AND TIMES: Listed on page 2

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!

BUSINESS LICENSE #: _____

Name of Organization: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Must provide a working e-mail and phone number

List items to be sold: _____

Type of Booth:

Retail Sales _____

Activity/Information _____

Food _____ Food Truck _____ Food Trailer _____ Food Tent _____

Length of food truck, trailer, or tent: _____

Vendor space is free (12' X 15')

****Vendors are encouraged to decorate booths and food trucks for the Holiday Season****

(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.)

Deck The Park

Register for event date(s) (mark all that apply)

Friday, November 28
4:00-9:00 PM

Friday, December 19
4:00-9:00 PM

Saturday, November 29
4:00-9:00 PM

Saturday, December 20
4:00-9:00 PM

Sunday, November 30
4:00-9:00 PM

Sunday, December 21
4:00-9:00 PM

Friday, December 5
4:00-9:00 PM

Friday, December 26
4:00-9:00 PM

Saturday, December 6
4:00-9:00 PM

Saturday, December 27
4:00-9:00 PM

Sunday, December 7
4:00-9:00 PM

Sunday, December 28
4:00-9:00 PM

Friday, December 12
4:00-9:00 PM

Saturday, December 13
4:00-9:00 PM

Sunday, December 14
4:00-9:00 PM



Waiver and Notice

In exchange for requesting participation as a vendor at Deck The Park at the Madisonville City 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 Deck The Park.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Application Received and Approved: _____

Vendor Guidelines

Please Initial

___ Nightly set up and tear down instructions will be provided for this event via email. **Please be watching your email.**

___ Vehicles are not allowed in the vendor area and must be parked in a public parking space.

___ A map will be included in the event instructions to show you where to set up. Due to the varying nature of this event, vendor locations may be changed, and you will be notified promptly by email or phone.

___ Food 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 water or power will be available.** Please plan accordingly.

___ All cooking oils, grease, etc. must be captured and contained so they do not drip, spill, or otherwise distribute on the grounds 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 2025 City of Madisonville business license if applicable. **Vendors MUST be current at the time of application and remain current throughout the duration of the event to participate.**

___ I attest that I have read and understand all the rules and regulations for participation as a vendor at Deck The Park at the City 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



Vendor Information

- Local vendors are given first priority; however, consideration will be made to ensure various foods are featured at each event.
- Applications are due by Friday, October 31, 2025, at 4:00pm. Vendors will receive notification of application status by Monday, November 3, 2025, if they are not notified at the time of submission.
- Applications can be submitted with current copy of City of Madisonville business license to City Hall-67 North Main Street Madisonville, KY.

For additional information or questions please contact:

City Hall: (270) 824-2100
lbess@madisonvillegov.com