



CITY OF
MADISONVILLE,
KENTUCKY

The Flight Before Christmas

DECEMBER 6, 2025 - 1:00PM - 4:00PM

MADISONVILLE REGIONAL AIRPORT - 162 AIRPORT RD. MADISONVILLE, KY

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!

Name of Organization: _____ BUSINESS ACCOUNT #: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Type of Booth: ☐ Food ☐ Retail Sales ☐ Information/Activity

Food Truck: ☐ SIZE: _____ Trailer: ☐ SIZE: _____ Tent: ☐ SIZE: _____

You MUST list length of food truck, trailer, or tent above to be accommodated properly

Applicants 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 at the time of submission.

Any business who does not submit a current City of Madisonville Business License with application or is not compliant with City of Madisonville Restaurant Tax at the time of submission will be denied until both items are current and presented.

List items to be sold:

Waiver and Notice

In exchange for requesting participation as an exhibitor in Downtown Lights, 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 Downtown Lights.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Vendor Guidelines

Please Initial

_____ The Flight Before Christmas is an outdoor event 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 in the coming weeks. **Vehicles are not allowed in the vendor area and must be parked in a different location specified in the Vendor Guidelines Email.**

_____ 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 2025 City of Madisonville business license if applicable.

_____ Vendor Accounts will be checked prior to each event date. Vendors who are not current will be contacted prior to each date and asked to contact **Donna Earl at 270-824-2100**. **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 at Downtown Lights 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

- **You must** submit a copy of your current City of Madisonville Business License WITH your application.
- Applications are due by Friday, November 7, 2025, at 4:00pm.
If you are not notified at the time of submission, vendors will receive notification of application status by Monday, November 10, 2025.
- Local vendors are given first priority; however, consideration will be made to ensure various foods are featured at each event.
- 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

For Business Licensing please contact:

Donna Earl
270-824-2100