



Harvest Fest at Mahr 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!

BUSINESS ACCOUNT #: _____

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____ Phone: _____

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

Type of Set Up: Truck ☐ Trailer ☐ Tent ☐

Size: _____

*** **MUST** List length of Food Truck, Trailer or Tent to be accommodated properly ***

Individuals 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 The City of Madisonville Restaurant Tax.

Vendor Space is Free (12' x 15')

Register for event date (mark all that apply):

☐ Friday, September 26, 2025 (**Food Vendors Only**)
5:00PM-9:00PM

☐ Saturday, September 27, 2025
10:00AM-4:00PM

Number of spaces _____

Number of spaces _____

Items to be sold:



Harvest Fest at Mahr Park

Vendor Guidelines

Please Initial

_____ 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 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 trash cans.

_____ 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, licenses, etc. as required by local, state or federal law. This including a 2025 City of Madisonville Business License if applicable. Vendors MUST remain current before and throughout the duration of the event to participate.

_____ I give my permission for you to share my contact information with other business inquirers.

_____ I attest that I have read and understand all the rules and regulations for participation as a vendor in the Harvest Fest at Mahr Park and 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 Harvest Fest at Mahr 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 or third persons (including attorney fees and trial and appeal), from any cause where directly or indirectly related to this event or this agreement including, but not limited to claims for injury to a 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 Harvest Fest at Mahr Park.

Signature of Authorized Representative

Date:

Printed Name of Authorized Representative

Application Received and Approved

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, August 1, 2025, at 4:00PM. Vendors will receive notification of application status by Friday, August 8, 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 St.
Madisonville, KY 42431

For additional information or questions please contact:

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