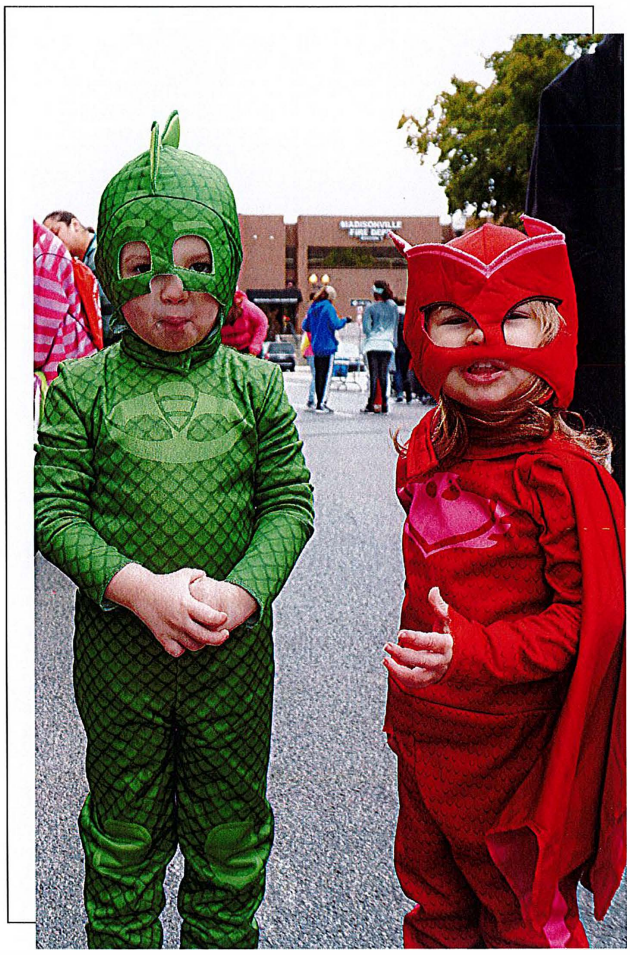
MADISONVILLE
KIDAPALOOZA
FALL FESTIVAL

Saturday, October 19, 2019
1:00- 6:00 pm



CITY OF MADISONVILLE

KIDAPALOOZA 2019 VENDOR + BOOTH APPLICATION

2019 VENDOR APPLICATION INFORMATION

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 fifteen-foot (15') by twelve-foot (12') 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, Police Department parking lot, Union Street, and Court Street. The items that you sell will determine your placement in the aforementioned zones. The date your application is submitted will determine your assigned spot within the corresponding zone.

No access to power will be given, but quiet run generators will be allowed.* Quiet run generators qualify as those at 70 decibels or below.

*Vendors whose generators are too loud or unsafe will be immediately asked to leave the event, Kidapalooza'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 deposit ($25) and registration must be received before space will be reserved. All deposits will be returned to vendor at 5:30 PM on day of event.

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 Kidapalooza 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.

OTHER IMPORTANT INFORMATION

- **All booth spaces for this event will be free including food vendors, retail vendors, and craft vendors. We are asking for a $25 deposit to hold your space and insurance you will comply with the 1:00 - 6:00 PM timeframe. All deposits will be redistributed to vendors at 5:30 pm on day of event.**
- **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 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 ten (9:00 AM) and one (12:00 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 one (12:30 PM) or before seven (7:00 PM).
- The Vendor Guideline Sheet must be completed and returned with the Vendor Application and deposit 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), Deposit, Copy of Current Business License (if required) and Copy of Health Department Permit (if required).

Send complete Kidapalooza Applications to:
Skylar Phaup
City of Madisonville
67 N. Main St.
Madisonville, KY 42431

2019 KIDAPALOOZA
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 _____ CRAFT _____ FREE ACTIVITY _____

ALL BOOTH SPACES FOR THIS EVENT WILL BE FREE INCLUDING FOOD VENDORS, RETAIL VENDORS, AND CRAFT VENDORS. WE ARE ASKING FOR A $25 DEPOSIT TO HOLD YOUR SPACE AND INSURANCE YOU WILL COMPLY WITH THE 1:00 - 6:00 PM TIMEFRAME. ALL DEPOSITS WILL BE REDISTRIBUTED TO VENDORS AT 5:30 PM ON DAY OF EVENT.

REGISTERING FOR EVENT DATE (MARK ALL THAT APPLY):
KIDAPALOOZA: ONE SPACE _____
TWO SPACES _____

WHAT ACTIVITY WILL YOUR BOOTH HAVE OR WHAT WILL YOUR BOOTH BE SELLING?

_____
_____
_____

EXHIBITOR NOTICE & WAIVER

IN EXCHANGE FOR REQUESTING PARTICIPATION AS AN EXHIBITOR AT KIDAPALOOZA, I AFFIRM AND AGREE TO HOLD HARMLESS THE CITY OF MADISONVILLE AND ANY AND ALL ORGANIZATIONS THAT MAY BE A SPONSORING ENTITY OF THE KIDAPALOOZA, 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: _____ DEPOSIT AMOUNT RECEIVED: _____
APPLICATION ACCEPTED ON: _____ CITY EMPLOYEE SIGNATURE: _____

2019 KIDAPALOOZA
VENDOR GUIDELINES

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

INITIAL

_____ VENDOR APPLICATION FEES ARE NON-REFUNDABLE FOR ANY REASON UNLESS YOUR APPICATION IS DENIED. AS AN OUTDOOR FESTIVAL, THIS EVENT MAY BE CANCELLED DUE TO WEATHER OR OTHER ACTIVITIES BEYOND THE CONTROL OF THE EVENT 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 SIX (6PM). NO VEHICLES WILL BE ALLOWED IN THE VENDOR AREA BETWEEN THE HOURS OF ONE (1) PM AND SIX (6) 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 KIDAPALOOZA 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 KIDAPALOOZA 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 KIDAPALOOZA AND THAT I AM AUTHORIZED TO ACT ON BEHALF OF THE FOLLOWING ORGANIZATION IN SUBMITTING AN APPLICATION FOR PARTICIPATION AT KIDAPALOOZA.

_____ _____

NAME OF BUSINESS OR NON-PROFIT ORGANIZATION NAME

PRINTED NAME OF VENDOR'S REPRESENTATIVE

_____ _____

SIGNATURE OF VENDOR'S REPRESENTATIVE

DATE