



Festival of the Horse

Georgetown, Kentucky
October 3-5, 2008
Vendors Rules and Regulations

Please read the following rules and regulations carefully regarding this year's event.

General Rules and Regulations

Application form attached. Send application, payment **AND PHOTOGRAPH OF YOUR BOOTH** to reserve your space(s). All applications will be screened. Those not accepted will receive a letter and complete refund. Those accepted will receive a letter with space assignment, a map and receipt.

Booth space consists of space only. Tents, tables, chairs, electric cords, water hoses, etc are the responsibility of the vendor.

Booth size is 15 foot wide by 10 foot deep. This is your total footage and everything must remain within your booth, so **please make sure you include the tongue and awnings of your trailer in your measurements!**

Five categories of booths will be displayed: craft, food, commercial, informational and games. Booths will display alternately between categories.

1. **Food booths:**
 - a. Scott County non-profit groups \$200.00
 - b. Scott County for profit vendors \$250.00
 - c. Out of county non-profit groups \$300.00
 - d. Out of county for profit vendors \$350.00
2. **Craft booths:** \$150.00
3. **Commercial booths:** \$175.00
4. **Informational booths:** \$175.00
5. **Games:**
 - a. Commercial \$200.00
 - b. Non profit groups \$150.00

Set up time is Friday, October 3, beginning at 8:00 am for trailers. Tents may begin setting up at 9:00 am. This is necessary in order to allow trailers to be backed in with trucks. The Festival officially starts Friday at 12:00 noon.

Vendors not in their space by noon Friday, October 3, risk forfeiture of their space. The Festival Committee will not hold, guard or guarantee your space after noon on Friday.

Exhibitors agree to display until the close of the event on Sunday, October 5 at 4:00 p.m. **No exceptions.** Any vendor leaving early will not be asked to return to future festivals.

Electrical and Water hook up charges:

Food vendors must be very specific concerning power and water requirements.

1. One electrical circuit of 110-20 amp service. **Charge: \$25.**
2. 220 services are available to food vendors on a limited basis. **Charge: \$35.**
3. 25' to 50' - 12 gauge extension cords are needed to connect to city receptacles. Multiple input extension cords are not allowed.
4. Gas generators are not allowed unless given special permission by Festival Committee.
5. Water hookup for food vendors is available on a very limited basis. **Charge: \$25.**

Autos and supply vehicles must be parked in a designated separate area.

All vehicles must be moved immediately after unloading.

Applications are due by July 31, 2008. Returning vendors will receive first consideration, however, effective August 1 new vendors will be accepted.

No refunds after September 15, 2008. No refunds due to weather.

The event committee will have complete control over placement of booths. Their decision is final. Whenever possible, we will attempt to locate your booth in the same location that you have had in previous years, but no guarantees are made.

Vendors are responsible for all pertinent licenses and permits. The health department will inspect on site.

Vendors must be present in their booths at all times and are responsible for cleaning up their area after tear-down, beginning at 4:00 pm Sunday, October 5. Those not following the Festival guidelines will not be asked to return.

The promoters of this event make no claims either expressed or implied as to the expected attendance.

Minimal security will be provided. The Festival Board is not responsible for any lost, stolen or damaged property.

CRAFT VENDORS

The event committee will carefully screen all applications. Exhibitors must submit a sample photograph of the items to be sold, as well as a photograph of your set up booth.

All items **must be hand crafted. NO flea market or commercially produced items!**

Crafters may not sell any edible items or drinks of any type from their booth.

FOOD VENDORS

Attached is an application for the Health Department records and fees. If you do not have a Kentucky food vendors license you must remit \$30 Health Department fee with your application.

In order to avoid an abundance of food vendors offering duplication of food items, the number and type of food vendors at this year's event will be limited. You are encouraged to consider food items that are unique

All food vendors must submit a complete menu and price list with their application. **ONLY** the foods listed on the menu may be sold, and food prices must remain constant throughout the event.

Food vendors **MUST NOT** allow waste water to run into gutters and through other vendor's booth at any time.

COMMERCIAL VENDORS

Commercial vendors are those who display and sell merchandise which they buy for resale.

INFORMATIONAL VENDORS

Informational booths are intended for displaying commercial products (i.e., Tupperware, Avon, Mary Kay, etc.) and for non-profit groups (i.e., community clubs and associations) to provide information about their organization.

No food or beverage items may be sold from an Informational booth. No food or beverage being sold by other vendors may be distributed free. No political or religious materials please.

