

CONSTITUTION SQUARE ARTS FEST 2011 CONCESSION APPLICATION



Contact Name:

Business/Organization Name:

Address

Telephone:

Email Address:

Website:

Boyle County Non Profit

Boyle County Concession

Non-Boyle Co. Concession

Additional Phone Number that we can reach you in case of an emergency (non-published): _____

BOOTH DETAILS

I require electricity (*\$8.00 per day/110 or \$12/day 220*)

Power requirements (circle one): 110 220

You have paid for one 10x10 booth. We are willing to work with each vendor on your space needs, but if you need additional space, you will be required to pay an additional booth space.

Please describe your equipment, dimensions, power needs etc. so that we can accommodate. Failure to provide accurate dimensions may affect your ability to stage your booth. We must know how long and wide your equipment is to assign you a vendor space.

Also list what foods you plan to sell in your booth.

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I/WE agree to indemnify and hold harmless Constitution Square Arts Fest; it's volunteers and sponsors and the Heart of Danville Main Street Program, Convention & Visitors Bureau or the Kentucky State Parks or any other sponsor or coordinating entity for any damage, loss or injury resulting from my participation in this event.

I agree to allow the Constitution Square Arts Fest use of images & other promotional materials (including photographs and videotapes) taken during the festival for purposes of promoting the festival in this and future years. I agree to follow all polices of the festival and **agree to purchase beverages from only the festival committee at the advertised price.**

Failure to comply with the Festival rules may result in my removal from the Festival and/or my being prohibited from future participation. I understand that Festival Management reserves the right to revise these regulations and/or terminate this agreement at its sole discretion.

Representative or Authorized Signature

Date

_____ Check Enclosed

I/We wish to pay by credit card: Mastercard Visa (circle one)

Card Number

Exp. Date

security code

LOADING & SETUP OPTIONS

Food Vendors may setup on these days/times. Please check your preference:

- Thursday, September 8 from 5:00 pm to 7:00 pm (EST).
- Friday, September 9 from 6:00 a.m. to 8:30 a.m. (EST).
- I need to schedule another time, please call me.

Teardown may begin on Sunday after 6:00 pm. **All food booths must be removed by 8:00 a.m. on Monday, September 12, 2011.** Failure to do so may affect your ability to participate in future events.

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Festival Terms and Conditions

1. Booth Fees will start at \$125 per 10x10 spaces. Late registration fees **will be charged** after July 15, 2011.
2. Double booths may be purchased and are encouraged for those with larger items or those that generate large amounts of traffic.
3. Food vendors are by invitation only and Boyle County non-profit organizations are given first priority.
4. Documentation of charitable or 501 (c) 3 statuses may be required.
5. Vendors are required to collect all applicable State Sales Tax (6%) and file a report with the Dept. of Revenue.
6. Food Vendors **MUST** purchase all beverages from the festival committee. Only Coca-Cola products will be permitted for sale on the festival grounds.
7. Vendors must be present in the booth during festival hours.
8. The 2011 festival hours are: **Friday from 9:00 a.m. to 7:00 pm; Saturday from 9:00 a.m. to 7:00 pm; Sunday from 11:00 to 6:00 pm.**
9. Vendors must remain open during festival hours. Vendors who dismantle booths prior to 6:00 on Sunday may jeopardize acceptance into the festival in future years.

Security

1. Overnight security will be provided Thursday, Friday and Saturday.
2. You will be responsible to close down and secure the items inside of your booth.

Parking

1. Parking is available in the City of Danville Parking Garage.
2. If you have extraordinarily large trailers or vehicles that will not fit into a standard garage, please contact us ahead of time so that we can make other parking arrangements.
3. Area businesses have asked that we not park in their lots. **If you park unauthorized lots, you are subject to towing** (primarily on Thursday and Friday).

Insurance

1. Each Vendor must provide Constitution Square Arts Fest with proof of an original certificate of general liability insurance in the amount of \$300,000 or more. The business name listed on the insurance certificate must match the business name on the application. Insurance must be on file no later than September 1st, 2011. **Vendors without current insurance on file will not be allowed to setup.**

Other information you may want to know

1. Once your booth is set up, you will be expected to remain open during festival hours on Saturday and Sunday. Failure to remain open during festival hours will jeopardize your ability to participate in future years.
2. Friday is "school day" from 9:00 to 2:00 pm. There will be hundreds of school aged children with parents and chaperones on site during these hours.