

MARIGOLD DAY FESTIVAL

Saturday September 20, 2025, 10:00am - 5:00 pm

VENDOR APPLICATION

Business Name _____ Phone _____

Name of Owner/Contact Representative _____

Cell _____ Email _____

Address of Business _____

City _____ State _____ Zip _____

VENDOR CATEGORIES (please circle one)

Arts & Crafts - Food Vendor/Food Truck - Alcoholic Beverages - Informational - Entertainer - Non-Profit - Other: _____

Early Bird Rates Through August 1, 2025 Price increases \$10 Per Booth August 2, 2025

Qty. _____ Regular 10 x 10 Vendor Booth (no water or electric) \$25

Qty. _____ Regular 10 x 20 Vendor Booth (no water or electric) \$40

(Utility Add Ons:) _____ Vendor Booth Add Electricity \$15 _____ Vendor Booth Add Water \$10

Early bird rates end August 1, 2025 then increase \$10 per booth there after. Deadline for completed registration shall be no later than 5pm Friday, August 15th, late registration processing fee is \$50 . Make checks payable to: The City of Williamstown or Pay Online. Phone 859-824-6351
Website: www.marigoldday.org Fees are non-refundable.

Please provide photos of the booth and products at the time of application submission along with all application fees. Digital photos may be submitted by emailing marigoldday@wtownky.org

I the undersigned do hereby relinquish the right to hold the City (The City of Williamstown), it's representatives, agents, employees, and all other persons, personally responsible from any and all manners of action in, losses, damages, claims, forfeitures demands, and lawsuits, acts of God, cancelations, issues, theft, stolen/missing properties, vandalism, malfunctions, changes of information, lack of sales, company expenses, and misunderstandings whatsoever in law during event, included but not limited to set up before event, and teardown after event. I, the undersigned, furthermore, agree that I have read the rules regulations and guidelines outlined in the Marigold Day Vendor Guidelines and by signing do hereby agree to complete with all festival vendor rules, and regulations.

Signature of Applicant

Printed Name of Applicant

Date of Application

-----OFFICE USE ONLY-----

Date Received:

Date Reviewed:

Date Notified:

Approved: YES or NO

Payment Received _____

Reviewed by: _____ Signed by: _____



Marigold Day Vendor Guidelines

Saturday, September 20th, 2025 (10am-5pm)

CHECK-IN TIMES AND LOCATION:

- Williamstown will close off U.S. 25 to through traffic starting at 7am on Saturday, September 20, 2025
- Set up for vendors will begin at 7:30am and ALL vendors must be finished setting up by 9:30 am.
- A map of the vendor's location will be submitted to all vendors on Thursday, September 18th by 5pm.
- Vendors will have markers indicating their area space. Vendors must stay within marked area.
- All Vendor booths must stay in location until 5pm.
- The Marigold Day Committee will offer first rights to the downtown retailers to have their vendor booths set up in location to be in front of their stores, however, any downtown business (or business owner) wishing to not submit a Vendor Application for booth space, the Committee will allow another vendor to have their booth set in location which may be directly in front said business/store. Furthermore, the location of the vendor and booth will not impede or interfere with blocking or preventing any person(s) from being able to enter the business in which they are in front of.
- The Marigold Day Committee reserves the right to remove any vendor during the festival for conduct which may be deemed unacceptable, unsafe, or that could be detrimental to the safety of attendees.

ENTRIES:

- Any person, person, company, business, non-profit, club, church, or maker.
- Resale of booth space is strictly prohibited.
- In the event of a no-show vendor, the available booth space will be used and determined use by the Marigold Day Committee.
- All vehicles and vendors must remain parked and provide services from 10:00am until 5pm to ensure the safety of all vendors, guests, and visitors.
- NO VEHICLES ARE PERMITTED TO DRIVE OR MOVE FOR ANY REASONS WHATSOEVER DURING THE DURATION OF THE EVENT.
- Food and alcohol permits will be required and must be submitted with application. All vendors must submit a completed application along with all fee payments at the time of submission.
- For applications to be accepted, it must include the following: a completed application, a detailed description of booth, information on the types of items the vendor sells, or is promoting, pictures, website, and payment.

FOOD AND ALCOHOL VENDORS:

- All accepted food vendors must contact the Northern Kentucky Health Dept. to request any, and all permits needed at a minimum of 6 weeks prior to the festival. Grant County Health Center contact information (859) 8245074. The Health Dept. will have a list of approved vendors 6 weeks prior to the festival. (See application

notes for permit fee structure and mandatory class time). Health Department food permits must be valid and always displayed during the entirety of the festival.

- Crafted Food Vendors must be self-contained.
 - Alcohol Vendors must have a temporary license to sell alcohol at the Marigold Day Festival. Any alcohol vendors must have approval from the City of Williamstown and the State of Kentucky's ABC Administration prior to the festival.
 - It is the responsibility of each vendor to ensure they are compliant with all State of Kentucky, Grant County, and Williamstown laws and regulations, and local business licensing requirements. A representative for the License Inspector of Grant County may be contacted to discuss any questions on requirements.
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PROMOTION:

- The Marigold Day festival may be advertised through local, state, and regional tourism brochures, newspapers, radio, social media, and television. Projected attendance of 1,500+ attendees.

SAFETY

Side panels or dividers for tents or space are optional and decided by the vendor.

In the event of an emergency, Call 911

Police Officers and Paramedics will be on the property during festival hours. Security will be present hours before, during the event and after the festival, yet it is the vendors' responsibility to secure items from theft.

The Festival Committee will monitor inclement weather, nevertheless, vendors should monitor the weather and ensure tents, tables, trailers, items, etc. are secure from any form of inclement weather, including but not limited to, wind and rain. In the event of inclement weather, the festival committee will keep you updated on plans for continuation or closure of the festival. No refunds are given for festival delays or closure due to inclement weather.

Vendors are allowed to have tables and chairs if needed, but only within the limits of their booth space. Vendors who exceed their allotted booth space with extensions, chairs, tables, etc. etc., will be requested to remove anything that exceeds their booth limits. If there is a need for additional booth space, the vendor must submit a second application for an additional booth and inform the Committee of the need for two booth spaces which will need to be side by side. Any vendor needing two booth spaces that does not follow these guidelines will not be given back-to-back booth spaces.

Handicap accessibility and special needs requirements will be accommodated; however, we request that you please contact the festival by phone should you have any wheelchair accessibility needs. Please call the office of the City of Williamstown (859)-824-6351.

All Arts & Crafts vendor's products should be original and created by the vendor. Limited commercial vendors (Less than 10%) are accepted (i.e., area rugs, sunglasses, Pampered Chef, fountains, etc.)