

# Henderson County Fair 2019

**DATES:** Friday July 12 and Saturday July 13th

**HOURS:** 2:00 p.m. – 9:00 p.m.

## Food Vendor Rules and Contract

The food vendor agrees to pay a refundable deposit of **\$25** and a non-refundable fee of **\$40** to participate in **events, July 12<sup>th</sup> – 13<sup>th</sup> at the fairgrounds, off Airline Road, physical address: 383 Sam Ball Way, Henderson, KY 42420.** We will be advertising via social media, newspaper, radio and fliers throughout area businesses. Please provide any logo or description of your services for us to advertise for you!

### General Information and Contract Agreement

- Deadline is July 8<sup>th</sup>, 2019. If deadline is not met, we cannot guarantee space.
- Book your space now! Food booth spaces are available on a first come first serve basis. Food space size is 20' x 15'. Additional space will require **additional booth space fee of \$20.**
- Food vendors are responsible for manning their booth during operating hours.
- Booth set-up will be available as follows: Friday and Saturday 10:00 – 12:00 p.m. **Absolutely NO vendor vehicles allowed inside fair grounds (parking, driving, restocking, etc.) after 4:30 p.m.** One Vendor vehicle allowed inside fairgrounds, parked in designated area with permit visible on dash. **NO EXCEPTIONS.**
- No vehicles will be allowed to drive inside fairgrounds during fair operating hours. Please make arrangements with any staff event personnel if you need help with restocking during fair hours. There will be contact numbers in your vendor packet for this purpose. We will be happy to work with you on this ***within reason.*** No vehicles will be allowed to drive inside fairgrounds during operating fair hours. Unauthorized parked vehicles on fairground property will be towed at owners' expense. **ABSOLUTELY NO EXCEPTIONS.**
- Food vendors agrees to indemnify and hold harmless Henderson County Fiscal Court, Henderson County Parks & Recreation, Henderson County Fair Inc., and its members for any damages and/or liability arising out of injury, theft or personal property losses during said event.
- Food vendors are responsible for their own insurance, **please send current insurance certificate with application.**
- Food vendors are responsible for all local and or state required licenses or permits and KY sales tax.
- No 4 wheelers will be allowed in fairgrounds.
- Henderson County Fair, Inc. will not be responsible for loss of electrical power at any time, it is the vendors' responsibility to monitor and protect their products & inventory.
- Vendors are responsible for cleanliness and removing all trash and debris from their booth and booth area nightly. (There will be a dumpster located on fairgrounds for trash disposal).
- Food vendors are responsible for proper hosing and electrical cords: they must be safe and meet local and state codes. **Limited electricity is available, generators with mufflers allowed.**
- Two (2) vendor bracelets will be issued per booth rental per day.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign forms, enclose both Food Vendor Rules/Contract and Food Vendor Application page and check.**

**Please enclose signed vendor form and check.**

**Make check payable to: "Henderson County Fair, Inc." and mail to:**

Henderson County Fair, Inc. Attn:  
Food Vendor Contract  
P.O. BOX 843  
Henderson, KY 42419-0843

**QUESTIONS?**

Please e-mail: [hendersoncountyfair@gmail.com](mailto:hendersoncountyfair@gmail.com)  
[hcfbnorman@gmail.com](mailto:hcfbnorman@gmail.com)  
270-454-8157 or 270-454-0254

# Henderson County Fair 2019

## Food Vendor Application

Business Name: \_\_\_\_\_

Name of Food Booth (if different) \_\_\_\_\_ Are you non-profit: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Alternate contact: \_\_\_\_\_

Booth Type: \_\_\_\_\_ Trailer \_\_\_\_\_ ft (Front/Wide) \_\_\_\_\_ ft (Deep/side) \_\_\_\_\_ Free Standing

Food Type: **(Attach a complete menu w/prices)**: You will not be considered without a complete menu and pricing.

### **\*\*\*DEPOSIT REQUIRED\*\*\***

A \$ 25 refundable deposit is required per space. Applications will not be considered if submitted without a deposit. Make checks payable to: **Henderson County Fair, Inc.** Fee/deposit will total **\$ 65**. Your deposit will be returned at the conclusion of the event on July 13<sup>th</sup>, 2019. You may pick it up at the fair office or it will be mailed to the address on your food vendor application.

### **Payment and Cancellation Deadline – July 8<sup>th</sup>**

#### **Cancellations after July 8<sup>th</sup>, 2019 will result in the forfeiture of all fees and deposit**

Accepted food vendors will be notified by phone/email using information listed on this form. If vendor is not accepted, your deposit and application fee will be returned within 10 business days of this notice.

All food vendor selections are made at the sole discretion of Henderson County Fair Food Vendor Committee.

Vendors must be set up and make sure that vendor vehicle (1) allowed with permit visible on dash, must be parked in vendor parking area 1/2 hour prior to fair opening. Unauthorized parked vehicles will be towed at owners' expense.

**No Exceptions. NO vendor booth breakdowns until 9:00 p.m. on the last night of the event.**