



St. Matthews Potato Festival Vendor Guidelines

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY

Vendor Expectations

Due to limited spaces, early applications are encouraged. The Vendor application details the booth size costs, deadlines & other important information.

A Certificate of Insurance is required for ALL vendors.

- All vendors, regardless of type, are required to stay open during the specified festival hours below. Booths should be ready at least a 1/2 hour before the start of the festival. Set-up instructions will be sent no less than two weeks before the publicized date of the festival.
- Vendors are responsible for their own booth setup & teardown. If they do not purchase supplies from the event (i.e. – tents, tables, or chairs) they will need to bring their own. There will be no day of purchasing permitted.
- Vendors are responsible for the protection of their booths from the rain.
- All tents must be firmly secured in case of wind. The festival takes place on a grass surface which does allow anchoring of any supports into the ground. A system such as buckets filled with concrete may also be used. You are prohibited from driving any nails or stakes into pavement to anchor your tent.

Vendor Load-In Procedures

- Festival personnel will be at the staging area, to direct you to your assigned space and to answer your questions.
- There will be no vendor vehicles in the park unless they are a part of the festival and have been approved by staff. *Absolutely no exceptions.*
- Due to the nature of vendor load-in, we request one vehicle per vendor space in the load-in area. Bringing more than one vehicle disrupts vendor setup and blocks the drop-off area for others. If you must bring more than one vehicle, make sure you include all preliminary set up items such as tent, tables, etc. in the vehicle you want to go into the drop-off area first.
- The festival will have no help provided for you to unload your vehicle or move your items to your vendor space. It is suggested that you bring more than one person so that you can unload and move items quickly.
- It is recommended that you bring your own dolly or hand cart to move your items from the drop off area to your booth location as we will not provide these for you.



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Vendor Load-Out Procedures

- All vendors can begin to close at 6 pm, vendors are not permitted to remove their items or shut down their booths before this time. If they do they will lose the opportunity to return the following year.
- The safety of all participants is the festival's utmost concern and we take this very seriously.

Additional Policies

- Vendor fees are non-refundable beyond July 15th.
- The following items and exhibits are prohibited:
 - Fortune tellers, tattoo artists, body piercing, sexually suggestive items or any type of gambling or gambling device which requires licensing by the Kentucky Gaming Commission, casino games, pull tabs, etc. Free "register to win" is acceptable.
 - Knives, guns, toy guns, or any weapon related item, lasers, obscene or X-rated material, drug paraphernalia and/or anything depicting drugs or drug use.
 - Or any other item deemed inappropriate by the festival.
- All trash must be disposed of in the festival provided in trash cans. Trash must be disposed of at the end of the festival or taken with you. If you leave trash and do not dispose of it properly, you will possibly be banned from the festival the following year.
- Grease and the like must be taken with you. Dumping of grease anywhere is prohibited, and if violated, you will be banned from the festival the following year.
- All vendors must sign the release and indemnification agreement form to participate in the festival.
- This event is rain or shine. In the event of a cancellation, if the event is more than 30 days out refunds will be issued less a \$75 processing fee. If the event is less than 30 days out there will be no cancellation refunds. If the festival is rescheduled all vendors have the opportunity for refunds if they cannot be a vendor for the new date.
- All vendors are required to submit a current updated Certificate of Insurance. Failure to do so will delay your application being processed.



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Food Vendor Specific Procedures

- Food vendors must obtain a temporary food permit, as well as, complete the appropriate application from the Louisville Metro Public Health & Wellness Department prior to the event. Forms are available online at <https://louisvilleky.wufoo.com/forms/temporary-food-service-application/>
- Health Department personnel will likely be on site to do inspections before the start of the event, food vendors must be set up and ready to go no later than a 1/2 hour before the start of the event for inspections.
- Vendors must adhere to all rules and regulations of the Louisville Metro Health Department and Fire Marshall. All food vendors will be inspected prior to selling products and are responsible for paying appropriate fees to them.
- If you use a trailer or truck as your food booth, please include a photo of the trailer that shows the sale window in relation to the trailer tongue. This will help festival personnel with the load in and set up process.
- Vendors are responsible for the protection of their food and their food preparations items from the elements.

By signing below, I agree that I have read, understand and agree to the enclosed rules and information regarding the St. Matthews Potato Festival listed in this application, vendor guidelines, and release and indemnification agreement.

Signature

(Print Name)

Date