

Chamber of Commerce

213 S. Main Street, P. O. Box 164, Marion, KY 42064

(270) 965-5015

E-mail: susan@crittendenchamber.org

www.crittendenchamber.org

August 9, 2010

Memo To: *Vendors*

From: Crittenden County Chamber of Commerce

We have set the time and date for our Pumpkin Festival, known as Heritage Days, and we are inviting you once again to participate. We have made a few changes in our application which are enclosed with this letter. Please note the date of our festival, **October 1 & 2, 2010**. **Set up will be Friday morning with the electricity to be available at noon to 6 PM and on Saturday, 8 AM to 5 PM.** The Chamber will be the **SOLE** provider of water and soft drinks. **Lemonade and tea is allowed.** As a food vendor, we ask that you place your order with the **Chamber (via attached application)** for your beverages which you will be able to resale at your **booth**. All required information for booth rental is included in the application. We look forward to having you participate in the festival and please, let us know if you have any questions.

Sincerely,

Corey Payne, President
Crittenden County Chamber of Commerce

“Pumpkin Festival” 2010 Vendor Booth Application
Festival Date: October 1 & 2, 2010
Location: Downtown Marion, Kentucky

For information contact the Crittenden County Chamber of Commerce at 270-965-5015 or
Email: susan@crittendenchamber.org
Corey Payne, Festival Chairman

1. No refunds will be given in case of vendor’s failure to attend the festival or inclement weather.
THIS IS AN OUTDOOR FESTIVAL ON FRIDAY – SATURDAY – OCTOBER 1 & 2, 2010
2. Electrical service is available within a 100’ area of electrical pole at the corners of West Carlisle Street and Court Street. Vendors are responsible for furnishing their own extension cords.
Booth Space – No Electrical Service \$25 per space – 20’ w x 10’ d
Booth Space / Electrical 110 \$40 per space – 20’ w x 10’ d
Booth Space / Electrical 220 \$85 per space – 20’ w x 10’ d

3. Payment for electrical must accompany application in order for the Chamber of Commerce to assign a vendor space. Make checks payable to the Crittenden County Chamber of Commerce.

FESTIVAL SCHEDULE

October 1 (Friday) Setup 8 AM to 12 Noon
October 1 (Friday) Festival 12 Noon to 6 PM
October 2 (Saturday) Festival 8 AM to 5 PM
October 2 (Saturday) Break Down 5 PM to 8 PM

4. All food vendors must comply with the Kentucky State Health Department regulations and provide a current copy of food permit with application.
5. A commercial food vendor is anyone (individual or business) who prepares and sells food on site for their own personal profit.
6. Booth spaces can be located around the court square, Carlisle Street, Court Street, and other sites that become available (see item # 2 above).
7. **All vendors must abide by time schedule listed in item # 3.**
8. **THE CHAMBER WILL BE THE SOLE PROVIDER OF WATER & SOFT DRINKS (Tea & Lemonade is allowed) AT THIS FESTIVAL.....AS A FOOD VENDOR YOU MUST PLACE YOUR ORDER TO THE CHAMBER (via attached application) FOR YOUR BEVERAGES WHICH YOU WILL BE ABLE TO RESALE AT YOUR BOOTH. THERE WILL BE A PICK UP SITE FOR THE BEVERAGES.**

Return Application to Chamber Office at 213 S. Main Street.
Or mail to: PO Box 164, Marion, Kentucky 42064

Return the Following Application, Signed Liability Release & Payment to:

Crittenden County Chamber of Commerce
PO Box 164
Marion, KY 42064
Phone: 270-965-5015
Email: susan@crittendenchamber.org

GROUP NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

EMAIL ADDRESS: _____

PHONE: _____

BOOTH LOCATION REQUEST _____

- Please specify any specific needs such as pavement or grass area.
- Location will be determined by Chamber based on when application and fee is received, electrical requests, festival needs, etc.
- Booth payment must be received with application before booth location will be assigned.

• **BOOTH SPACE**

Booth Space (No Electrical)	\$25 per space	_____
110 Electrical Requested	\$40 per space	_____
220 Electrical Requested	\$85 per space	_____

• **BEVERAGES**

Water (\$.50 per 16 oz. bottle / 24 bottles per case)	Number of Cases	_____	Amount	_____
Pepsi (\$.50 per can / 24 cans per case)	Number of Cases	_____	Amount	_____
Mt. Dew (\$.50 per can / 24 cans per case)	Number of Cases	_____	Amount	_____
Diet Pepsi (\$.50 per can / 24 cans per case)	Number of Cases	_____	Amount	_____

• **ICE**

Per 7 LB Bag - \$1.25	Number of Bags	_____	Amount	_____
(Cooler barrels will be provided by Pepsi for each vendor)				

TOTAL MONEY INCLUDED W/APPLICATION \$ _____

List products (including types of food), activities and/or services you plan to offer at your booth.

Type of Set-up: _____ Trailer _____ Tent & Tables _____ Tables Only

In the liability release below it is understood that the term "Sponsors" includes the Crittenden County Chamber of Commerce, Crittenden County Courthouse, City of Marion and the official representatives and employees of any of the aforementioned parties.

I/We, the undersigned do hereby waive and release any and all claims against the sponsors from any and all damages, losses, or costs to person or property resulting either directly or indirectly from the use of said premises and/or from the exercise of the privileges granted by this permit and shall hold harmless the sponsors from any and all claims resulting there from.

Signed: _____ Date: _____