



# FORDSVILLE DAYS

## VENDOR INSTRUCTIONS & RULES

### 2016

Fordsville Days is a three (3) day event, starting on Thursday, September 15 at 4PM and ending on Saturday, September 17<sup>th</sup> at 10PM. It is our hope to supply the Vendors with a map showing their booth location prior to the Event. But, if we are unable to get these to you through the mail, you will be able to pick up a map at the Fordsville Depot on the 15<sup>th</sup> of September.

Please read the Instructions and Rules carefully before filling out the application.

1. Vendor Set up time begins at 12:00 noon on Friday, except for specified areas which will be marked on the map. These areas cannot be set up until Friday after 6:00PM. Thursday evening set up will be allowed in some areas.
2. Vendors must supply their own tables, tents or anything else needed for their booth.
3. A representative must remain at the booth at all times.
4. Vendors are responsible for the cleanliness of their area during and after Fordsville Days. Please be a good neighbor and keep your space and surrounding area neat. Dispose of or take all belongings with you when you leave. Vendors selling food, drinks, etc. must provide a garbage can for their customers. Any personal garbage, or customer garbage, and trash should be bagged and taken to an appropriate garbage barrel for disposal. Empty boxes should be broken down and bagged before being taken to the garbage barrel. Food vendors **please** be sure that all food, paper, litter (especially grease/oils) and scraps of food around your booths are picked up and disposed of properly for the cleanliness and sanitation of both your product and for visitors to your booth. You, the Vendor, are responsible for the cleanup of your booth area before departure.
5. Merchants will have the first option of setting up in front of their place of business at no charge. This applies to the owners of said business. If someone other than the owner of the business wants to set up, they will be expected to fill out an application and pay the required fee to the Historical Society.
6. The Fordsville Historical Society and Museum will not be liable for lost, stolen or damaged merchandise, equipment or personal belongings, and/or personal injury.
7. **All animals must be kept in a kennel or on a leash at all times. You are responsible for the actions of your pet(s). Please clean up after them. Fordsville Days/Fordsville Historical Society and Museum will not be held responsible for animal injuries (i.e. done to someone or something, or done by someone or something).**
8. Security during Fordsville Days is not provided, nor guaranteed, by the Fordsville Historical Society and Museum.
9. **Items prohibited for sale: Include any item that will cause hazard to persons or crafts or will be a problem to clean up. Items prohibited include but are not limited to: drinks in glass containers, silly string, cherry bombs, stink bombs/spray, invisible ink, fireworks of any kind, toys that include fire or shoot projectiles of any kind and weapons of any kind, nudity, pornographic or sexually suggestive materials, and illegal drugs or paraphernalia. Alcoholic beverages or non-alcoholic beer shall NOT be sold or given as prizes. The Fordsville Days Committee reserves the right to close your booth and prevent sales if this rule is not followed.**

10. **Vendors SHALL NOT sell the following items: barbecue pork or mutton, cotton candy, or funnel cakes, hot dogs and hamburgers.** No weapons (concealed or un-concealed - including knives) allowed. The Fordsville Days Committee reserves the right to ask that certain merchandise not be displayed.
11. Vendor's use of space (designated spot provided by the Fordsville Days Committee) is non-transferable. Vendor may not allow anyone else to use the space without the express permission of the Vendor Coordinator.
12. **Please be aware: Vendors are responsible for paying for any and all taxes that are required for its operation including sales tax. Fordsville Days/Fordsville Historical Society and Museum is required to submit a list of Vendors and contact information to the Kentucky Department of Revenue for taxing purposes.**
13. **Vendors operating food booths must obtain any required permits from the Ohio Co. Health Department.**
14. The Vendor Coordinator may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. The Fordsville Days Committee may revoke this contract if Vendor's merchandise is not consistent with the application.
15. Vendors must vacate by 12PM (noon) on Sunday September 18, 2016 unless provided expressed written permission by the Vendor Coordinator.
16. Vendor location is determined on a first come, first serve basis. Locations are assigned by the Vendor Coordinator. If you have had a booth in the past, and want your same location, please indicate that on your application. These requests will be accommodated if possible.
17. Applications for booths MUST be returned by **August 30th** for booth assignment. Booth Fees should be sent with application. Please NOTE that Booth Assignments will only be made for those paid for in advance. If you don't mail your application in, WITH your fee, please DO NOT show up the day of the festival and expect to get a booth - you may not.

**Booth Rental Fee**

Approximate size 10 X 10..... \$20

If you need more space, you will need to rent additional booths:

Fee for 2 spaces..... \$35

Fee for 3 spaces..... \$50

If Electric is required there is an additional fee of \$15.00

NON-Profit.....No FEE will be charged, except where electric is required (then there will be the electric fee. See electric fees on next page).

**Booth Rental fee for On-site Cooking Booths or Food Trailer Booths ..... \$100.00**

**(The vendor is responsible for obtaining any required Permits from the County Health Dept)**

Check FEE: A \$25.00 fee will be imposed on any returned checks, for NSF or closed accounts, plus any additional bank charges incurred by the Fordsville Historical Society and Museum.

By submitting this Application, you are accepting the requirements of the Instructions & Rules. Please keep the Instructions & Rules for your reference. Be sure and secure your booth by sending in the Application WITH your Fee by the deadline.

For more information you can contact : **Helen Dever 270-256-8918 or email @ [helendevery@yahoo.com](mailto:helendevery@yahoo.com)**

Please fill out the application and mail it with your fee to:

**Helen Dever**

**152 Dever Drive**

**Hartford, Kentucky 42347**



# FORDSVILLE DAYS

## 2016

**Deadline for submitting Application is Tuesday, August 30, 2016**

Name: \_\_\_\_\_ (Contact person)

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EIN#** \_\_\_\_\_ **OR Soc. Security #** \_\_\_\_\_

Are you NON-Profit? Yes \_\_\_\_\_ No \_\_\_\_\_

Vendor Type: Craft Antiques Flea Market/Yard Sale Items T-Shirts Other \_\_\_\_\_

Is your booth a food booth? \_\_\_\_\_ If yes, will you be cooking on site? \_\_\_\_\_

List items you will be selling/giving away: \_\_\_\_\_

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Did you have a booth at the festival in 2015? \_\_\_\_\_

If yes, where was your booth located? \_\_\_\_\_

When would you like to set your booth up? Thursday Evening Friday Friday Evening

# of booths needed \_\_\_\_\_ (1) \$20.00 (2) \$35.00 (3) 50.00 TOTAL \_\_\_\_\_

On-site Cooking Booth \_\_\_\_\_ \$100.00 \_\_\_\_\_

Is Electricity needed? \_\_\_\_\_ \$15.00 (reg.) \$25 (110) \$50 (220) \_\_\_\_\_

# of NON-Profit Booths \_\_\_\_\_ Total Amount \_\_\_\_\_

Enclosed..... \_\_\_\_\_



# FORDSVILLE DAYS

September 15-17, 2016

June \_\_, 2016

Dear Vendor / Organization,

It is nearing that time of year again!!! Fordsville Days will be held on Thursday, September 15<sup>h</sup>, Friday, September 16<sup>th</sup>, & Saturday, September 17<sup>th</sup>.

This will be our 27<sup>th</sup> Fordsville Days, and we would like to invite you to join us for this Annual Event. The event is held each year as a fund raiser for the Historical Fordsville Depot Museum. If you have been a vendor at this event in the past, please make plans to be with us again this year. Or, maybe you are new to Fordsville Days. If that is the case, then we look forward to meeting you and hope you will plan to be with us as well.

Please find enclosed a Fordsville Days Booth Application along with Instructions & Rules. Some things have changed, so please read the Instructions & Rules carefully before signing and returning your application. Application, along with booth rental fee, must be returned **NO Later than Tuesday, August 30<sup>th</sup>**. Booths will be assigned during the week of September 1<sup>st</sup>.

**REMEMBER....You must secure your booth prior to Fordsville Days by submitting your Application AND Fee.**

The Fordsville Historical Society is looking forward to another weekend filled with music, contests, good food, homemade crafts, and great people.

Sincerely,

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Helen Dever  
Fordsville Historical Society  
2016 Vendor Coordinator  
152 Dever Drive Hartford, KY  
(270) 256-8918