

Kelly "Little Green Men" Days VENDOR APPLICATION INFORMATION

Note: Please be sure to read the Vendor Application Information & Vendor Application Instructions before returning the Vendor Application.

Booth spaces are assigned on a first registered first reserved basis – payment and registration must be received before space will be reserved. Booth spaces are approximately 10' X 10' and there is a limit of two booth spaces per non-profit/individual/commercial entity. All supplies must be confined to the designated booth space.

FOOD SALES ARE LIMITED TO FOOD ONLY, NO DRINK SALES.

Non-Refundable Registration Fee:

Non-profit: FREE (1 x 10X10 space)

Individual: \$20 booth (Arts & Crafts, informational or personal items) (1 x 10X10 space);
\$35 two booth spaces (10X20 space) Electricity fee \$10.00

Commercial: \$25 per booth (1 x 10X10 space); \$45 two booth spaces (10X20 space) Electricity fee \$10.00

Food Vendors: \$45 (10X20 space) Must provide own electricity.

Sign and remit application with payment to: *Kelly Community Organization, PO Box 328, Crofton, Kentucky 42217. Make checks payable to Kelly Community Organization.*

Kelly "Little Green Men" Days VENDOR INSTRUCTIONS

For All Vendors – Non-Profit, Individual, or Commercial:

Definitions:

Non-Profit – Entity organized and operating under a recognized non-profit classification

Individual: Any person that offers personal items, arts & crafts, antiques & collectibles, homemade items, or information for sale that is not operating a business

Commercial – Any individual or entity not otherwise classified as a non-profit or individual and offering information and or non food product(s) for sale that requires sale tax to be collected and/or has a business licenses requirement.

Kelly "Little Green Men" Days will be held in downtown Kelly, KY at the intersection of Kelly Church Road and Old Madisonville Road on Saturday 20 August 2011 **from 8:00A.M. – 8:00 PM (CST).**

All Vendors are required to submit an official Vendor Application and make payment before space will be reserved.

Vendor Registration Fee(s) are **Non-refundable** for any circumstance. **Checks to be made payable to Kelly Community Organization.**

(Continued on Reverse Side)

1. All Vendor booths will be required to set-up in predetermined vendor spaces (approximately 10' X 10') located
2. Vendors may set-up Friday, 19 August 2011, 12:00 PM to 8:00 PM(CST) and/or Saturday 6:00 AM -8:00AM(CST) on the day of the event.
3. All Booths must remain set-up until at least 8:00 PM (CST). **For safety reasons, no vehicular traffic will be allowed in the venue area between 8:00 AM TO 8:00 PM (CST).**
4. Vendors are responsible for their booth area and must provide their own signs, tents, tables, chairs, electrical cords, etc. for their booth needs.
5. Vendors are responsible for cleaning up their booth area, and maintaining it in such a manner that it remains free of garbage and all booths must be removed from the property by 11:00 PM (CST).
6. Booths needing electricity must request so using the vendor application. Electrical power will be provided by generator. **Note: Electricity is not guaranteed, and will be provided on a first registered/first served basis as available or at the discretion of the KCO committee.**
7. **Food Sales:** Food sales are allowed and must meet any and all rules and regulations set forth by the Christian County Health Department and the Commonwealth of Kentucky. It is the vendor's responsibility to obtain any necessary permits for food sales from the appropriate governing body and must display permit during Kelly LGMD events. All cooking oils, grease, etc. must be captured and contained so as to not be dripped, spilled, or otherwise distributed on the pavement or grounds of the venue. All cooking grease/oils **MUST BE DISPOSED OFF SITE. Food Concession MUST provide their own power requirements.**
8. The KCO committee reserves all rights to have anyone removed from the premises due to behavior deemed inappropriate or in violation of the rules set forth above.
9. No "Little Green Men" logo or name on any items other than Kelly Community Organization sponsored items allowed
10. No games of chance, alcoholic beverage, or drug related articles allowed.
11. Event may be cancelled at any time due to weather related concerns.
12. Neither the Kelly Community Organization Committee, Kelly Holiness Church, any private land owner nor Christian County is responsible for any accidents.
13. Kelly Community Organization is not responsible for any vendor applications that may be lost during submission to participate.
14. All decisions by the Kelly Community Organization Committee are final.
15. Questions or comments should be directed to the following:

Kelly Community Organization Attn: Frank Brown, KCO President
PO Box 328
Crofton, KY 42217
Phone: (270) 885-1530
Email: kellycommunity@hotmail.com

Kelly "Little Green Men" Days VENDOR APPLICATION

PLEASE PRINT ALL INFORMATION:

Name of Individual/Non-profit/Commercial Entity:

Type of Organization: *Circle one* Individual: Non-Profit: Commercial:

Contact person:

Phone:

Email:

Mailing Address:

Type of Sales:

Type of Booth:

Type of food: *Food Vendors only*

Non-profit: FREE (1 x 10X10 space)

Individual: \$20 booth (Arts & Crafts, informational or personal items) (1 x 10X10 space)
\$35 two booth spaces (10X20 space)

Commercial: \$25 per booth (1 x 10X10 space)
\$45 two booth spaces (10X20 space)

Food Vendors: \$45 (10X20 space)

Will you need electrical hook-up? Electricity fee \$10.00 *Circle one* **Yes:** **No:**
(**Not guaranteed** and availability limited and is on a first come, first served basis; NOT available to food vendors):

EXHIBITOR NOTICE & WAIVER

In exchange for requesting participation as an exhibitor in the Kelly "Little Green Men" Days event, sponsored by Kelly Community Organization and Hopkinsville-Christian County Convention and Visitors Bureau, I on behalf of myself, my family, my employees, and my agents, do hereby **WAIVE, RELEASE, AND FOREGO ANY and ALL CLAIMS** against the by Kelly Community Organization and Hopkinsville-Christian County Convention and Visitors Bureau, or any representative acting on behalf of the aforementioned agencies for injury or damage, however caused, to my person or property or to any of my family members, employees, or agents arising from participation in the above mentioned event.

Signature of Authorized Representative _____ *Date* _____

Printed Name of Authorized Representative _____

OFFICIAL USE ONLY

PAYMENT AMOUNT RECEIVED: _____

DATE APPLICATION RECEIVED: _____