

# 39<sup>TH</sup> ANNUAL GREEN RIVER CATFISH FESTIVAL

## JULY 4-6, 2019

### CHECKLIST

- Completed Vendor Application Form
  
- Check for:
  - Vendor fee
  - Additional passes required if applicable
  - Electricity fee if applicable
  - RV fee if applicable
  - Health inspection fee if applicable
  
- Completed Morgantown Business License Form
  
- Proof of Insurance
  
- Signed Rules and Regulations Form
  
- Butler County Health Department Inspection Form
  
- Photo of Booth Setup if applicable
  
- Photo of Full Menu if applicable
  
- Generator Approval Application if applicable



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### RULES AND REGULATIONS

#### **Booth Space:**

All vendor trailers must be parked at the designated area selected by the Green River Catfish Festival Committee. Spaces are assigned at the committee's discretion. Each space will have a 10 ft. front. All wires, trailer tongues, etc. must fit inside the 10 ft space, or vendors will be required to pay for an additional 10 ft space. All booths set up are required to stay within their space and not encroach on neighboring vendors or the midway. All materials required for a booth space (tables, chairs, extension cords, etc) must be provided by the vendor him/herself, and each vendor should be prepared to have adequate canopies or other desired protection from the elements. There may be only one vehicle parked behind an assigned booth space. No RVs may be parked behind booths. There is RV parking in the back of the park, and that is covered under "RV Parking."

#### **Midway:**

No items may be placed in or may obstruct the midway. For the safety of festival attendees, no driving will be allowed on the midway after the festival begins. In case of emergency requiring a vehicle to be moved, that request should be made at the chamber trailer so accommodations can be made.

#### **Mobile Vendors:**

Mobile vendors (vendors who break down/leave each night and set up again the following day) will be prohibited.

#### **Refunds:**

There will be no refunds of booth rental fees.

#### **RVs:**

Persons bringing in travel trailers, vans, or trucks for sleeping purposes must notify the chamber office at the time that their application is submitted so proper arrangements can be made. No pets are allowed in the RV parking area. There is a \$30.00 RV Fee for said vehicles that will need to be included with your application. Please note that all living quarters will be in the back of the park. No RVs will be allowed at your booth.

#### **Electricity & Generators:**

Each vendor which will utilize electricity or a generator at the Green River Catfish Festival must provide their own male and female plugs. These will not be provided at the park due to the fact that the electricity is hardwired.

Generators are only permitted with prior approval by the Green River Catfish Festival Committee. Generators will only be approved if make and model of the generator along with a photo of the generator is provided along with the request for approval.



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### **Set up & Inspections:**

Set up time is July 1<sup>st</sup> – July 2<sup>nd</sup>. Health inspections will be July 2<sup>nd</sup> – July 3<sup>rd</sup>. All food booths must have a State or Butler County health inspection to participate in the Green River Catfish Festival. All inspections are set up on a time schedule for that day only, and the fee must be paid to the Butler County Health Department before any sales may be made. Inspection forms will be given at the time of check in, and an inspection time also must be set.

### **Menus:**

Each food vendor is required to submit a copy of their full menu of items that will be available at the festival. No items may be added to the approved menu without approval by the Green River Catfish Festival Committee.

### **Items prohibited on fair grounds and in RV parking area:**

Fireworks, pornographic material, weapons and anything with the appearance of weapons, alcoholic beverages, and animals are prohibited. Booths are also prohibited from selling cotton candy, funnel cakes, corndogs, snow cones, and light up and inflatable toys. The Green River Catfish Festival Committee will inspect all booths and booth merchandise for items that we feel are not in the best interest of the festival. If you are found to have any such items, you will be asked to remove them. If you refuse, you will be asked to leave.

### **Parking:**

One vehicle is allowed behind each booth, and RVs may be parked in the back of the park for a fee. Any additional vehicles parked behind your booth may be towed at the discretion of the Festival Committee. There is a specified handicap parking area for those with state issued plates/tags.

### **Liability:**

The Morgantown-Butler County Chamber of Commerce nor the Green River Catfish Festival Committee are responsible for accidents, damage, or theft.

### **Hours of operation:**

We ask that you are open for a minimum of the specified time that the gates are open to close according to the official fair schedule. Some events will take place throughout the day on specific days. It will be left to the discretion of the booth renter if they choose to be open or not during these “non” open gate times.

### **Conduct and behavior:**

No lude, disruptive, or aggressive behavior by vendors will be tolerated.

### **Additional vendor requirements:**

Each vendor participating in the Green River Catfish Festival is required to fill out a business license for the City of Morgantown and return said license with their vendor application to be filed with the city.



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Each vendor is also required to have proof of insurance to participate in the Green River Catfish Festival. Proof of insurance should be included with the vendor application.

Each vendor is also required to have Health Department Inspection forms completed and the fee for inspection included with their vendor application.

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I hereby acknowledge I have received, read, and will adhere to the Rules & Regulation Guidelines as set forth. I understand that if I'm asked to leave the festival for any reason I will not be refunded partial or in full, and will not be allowed to return to festival.

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Signature

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Printed Name

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Date



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### VENDOR BOOTH APPLICATION – INFORMATION ONLY (NO SALES OR FOOD)

**\$15.00 PER SPACE**

Number of 10'x10' booth spaces required: \_\_\_\_\_ Total Cost for Required Booth Space: \_\_\_\_\_

Please note that each booth receives 4 entry passes for booth staff. Additional passes are \$10 each.

Additional Passes Required: \_\_\_\_\_ Additional Pass Cost: \_\_\_\_\_

Is 110 Volt electricity required? Circle one:      Yes      No

If Yes, there is a \$30 fee for electricity.

Additional Electricity Fee: \_\_\_\_\_

Is RV Parking Required? Circle one:              Yes      No

Group / Organization Name: \_\_\_\_\_

Contact for group: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Cell Phone (best contact during event): \_\_\_\_\_

The Green River Catfish Festival Committee reserves the right to determine the location of your assigned space.

Please list in detail below the informational or promotional items you will have available in your booth. Please keep in mind that no items may be for sale and there may be no food items available in your assigned space.


My check for \$\_\_\_\_\_ is enclosed to reserve \_\_\_\_\_ 10' x 10' space(s),  
additional passes, electricity, and RV parking required.

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

Please make checks payable to **Morgantown-Butler County Chamber of Commerce** and send in with this form to:

Morgantown –Butler County Chamber of Commerce  
PO Box 408  
Morgantown KY 42261

For Official Use Only:

Paid:	Assigned Booth Number:
Check Number:	



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### VENDOR BOOTH APPLICATION – PROFIT BUSINESS GROUP (NON-FOOD MERCHANDISE AND GAMES)

**\$25 PER SPACE FOR BUTLER COUNTY GROUPS / \$35 PER SPACE FOR OUT OF COUNTY GROUPS**

Number of 10'x10' booth spaces required: \_\_\_\_\_ Total Cost for Required Booth Space: \_\_\_\_\_

Please note that each booth receives 4 entry passes for booth staff. Additional passes are \$10 each.

Additional Passes Required: \_\_\_\_\_ Additional Pass Cost: \_\_\_\_\_

Is electricity required? Circle one:      Yes      No

If Yes, Volts:    110 or 220

If Yes, there is a \$30 fee for electricity.

Additional Electricity Fee: \_\_\_\_\_

Is RV Parking Required? Circle one:      Yes      No

If Yes, Space Required: \_\_\_\_\_

Additional RV Parking Fee: \_\_\_\_\_

Group / Organization Name: \_\_\_\_\_

Contact for group: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Cell Phone (best contact during event): \_\_\_\_\_

The Green River Catfish Festival Committee reserves the right to determine the location of your assigned space.

Please list in detail below the items you will have available in your booth.


My check for \$\_\_\_\_\_ is enclosed to reserve \_\_\_\_\_ 10' x 10' space(s), additional passes, electricity, and RV parking required.

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

Please make checks payable to **Morgantown-Butler County Chamber of Commerce** and send in with this form to:

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### VENDOR BOOTH APPLICATION – FOOD BOOTH

**\$25 PER SPACE FOR BUTLER COUNTY GROUPS / \$75 FOR OUT OF COUNTY GROUPS**

Number of 10'x10' booth spaces required: \_\_\_\_\_ Total Cost for Required Booth Space: \_\_\_\_\_

Please note that each booth receives 4 entry passes for booth staff. Additional passes are \$10 each.

Additional Passes Required: \_\_\_\_\_ Additional Pass Cost: \_\_\_\_\_

Is electricity required? Circle one:      Yes      No

If Yes, Volts:    110 or 220

If Yes, there is a \$30 fee for electricity.

Additional Electricity Fee: \_\_\_\_\_

Is RV Parking Required? Circle one:      Yes      No

If Yes, Space Required: \_\_\_\_\_

Additional RV Parking Fee: \_\_\_\_\_

Group / Organization Name: \_\_\_\_\_

Contact for group: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Cell Phone (best contact during event): \_\_\_\_\_

The Green River Catfish Festival Committee reserves the right to determine the location of your assigned space.

Please list in detail below the items you will have available in your booth.


My check for \$\_\_\_\_\_ is enclosed to reserve \_\_\_\_\_ 10' x 10' space(s), additional passes, electricity, and RV parking required.

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

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### GENERATOR APPROVAL APPLICATION

Generator Information:

\_\_\_\_\_

Make of Generator

\_\_\_\_\_

Model of Generator

Each vendor with approval to utilize a generator at the Green River Catfish Festival must provide their own male and female plugs. These will not be provided at the park due to the fact that the electricity is hardwired.

Each vendor who wishes to utilize a generator at the Green River Catfish Festival must provide a photo of the generator to be approved. Only the approved generator may be used at the festival.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

