

40TH ANNUAL GREEN RIVER CATFISH FESTIVAL

JULY 1-4, 2022

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 (Food Vendors Only)
- Signed Rules and Regulations Form
- Butler County Health Department Inspection Form (Health Inspector: Roni Mudd 270-526-3221 ext 324)
- Photo of Booth Setup if applicable
- Photo of Full Menu if applicable
- Generator Approval Application if applicable



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RULES & 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 fairground, 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 of Commerce trailer so accommodations can be made.

Mobile Vendors:

Mobile vendors (vendors who break down/leave each night and set up again the following day) must be present and setup before the opening of the festival each day and may not leave until closing of the festival each night.

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. Each RV which must provide their own female plugs with a 3-foot pigtail. 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 fairgrounds. No RVs will be allowed at your booth.

Electricity & Generators:

Due to limited electricity availability, generators are encouraged but not required. Generators are 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. Fuel will not be available or provided at the fairgrounds, and the Green River Catfish Festival nor the City of Morgantown hold any responsibility for loss resulting from generator or power failure.



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Each vendor which will utilize electricity at the Green River Catfish Festival must provide their own female plugs with a 3-foot pigtail. These will not be provided at the festival because the electricity is hardwired. Please also bring a 100ft extension cord. Extension cords will not be provided by the Morgantown-Butler County Chamber of Commerce and/or the City of Morgantown.

Set Up & Inspections:

Set up time is June 29th-June 30th. Required health inspections must be scheduled with the Butler County Health Department for June 29th or June 30th. You can contact the Butler County Health Department Inspector, Roni Mudd, at 270-526-3221 ext 324 to schedule your health inspection. All food booths must have a State or Butler County health inspection to participate in the Green River Catfish Festival, and it is the responsibility of the food vendor to schedule the required health inspection. All inspections fees must be paid to the Butler County Health Department before any sales may be made.

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. Vendors are prohibited from selling cotton candy, funnel cakes, corndogs, and snow cones.

Items Prohibited on Fair Grounds & 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 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 each vendor will only be allowed one parking pass for parking behind their booth space. Any vehicle parked behind a booth space without a parking pass will be towed at the owner's expense. Any additional vehicles parked behind your booth may be towed at the owner's expense at the discretion of the Festival Committee. RVs may be parked in the back of the fairgrounds for a fee. There is a specified handicap parking area for those with state issued plates/tags. No vehicles will be permitted to park or pull out from behind booth spaces after the gates open on opening day.

Liability:

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



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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 & Behavior:

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

Entry to the Fairgrounds:

Booth workers will only be allowed to enter the fairgrounds without paying entry fee if they are wearing a vendor armband or a festival armband. Anyone not wearing an armband will be required to pay a \$10 gate fee to enter the fairgrounds, and no exceptions will be made.

Deliveries During the Festival:

Any food or merchandise deliveries made during the festival may be delivered to the Chamber of Commerce Festival Trailer at the fairgrounds entrance. The fairground’s address is Old River Road, Morgantown, KY.

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.

Each food 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.

Each food vendor will be required to complete the City of Morgantown’s Restaurant Tax form and complete any accompanying tax payments by August 20th, 2022, following the Green River Catfish Festival.

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.

Signature

Printed Name

Date



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VENDOR BOOTH APPLICATION – INFORMATION ONLY (NO SALES OR FOOD)
\$25.00 PER SPACE BY JUNE 3, \$100 JUNE 3-JULY 1

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

Please note that each booth receives 2 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.

Measurement of trailer (from tongue to open door) or of booth 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)
\$100 PER SPACE FOR BUTLER COUNTY GROUPS / \$150 PER SPACE FOR OUT OF COUNTY GROUPS BY JUNE 3
\$125 FOR BUTLER COUNTY GROUPS / \$175 JUNE 3-JULY 1 FOR ANY LATE REGISTRANT

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

Please note that each booth receives 2 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: _____

If Yes, there is a \$30 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.

Measurement of trailer (from tongue to open door) or of booth space: _____

Please list in detail below the items you will have available in your booth. If additional space is required to complete this list, please attach an additional sheet with your full list of available merchandise.

_____	_____
_____	_____
_____	_____

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:
Check Number:
Assigned Booth Number:



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VENDOR BOOTH APPLICATION – FOOD BOOTH

\$100 PER SPACE FOR BUTLER COUNTY GROUPS / \$150 PER SPACE FOR OUT OF COUNTY GROUPS
\$125 FOR BUTLER COUNTY GROUPS / \$175 JUNE 3-JULY 1 FOR ANY LATE REGISTRANT

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: _____

If Yes, there is a \$30 RV parking fee.

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.

Measurement of trailer (from tongue to open door) or of booth space: _____

On which side of your trailer is your opening: _____

Please list in detail below the items you will have available in your booth. If additional space is required to complete this list, please attach an additional sheet with your full list of available merchandise.

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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PO Box 408
Morgantown KY 42261

For Official Use Only:

Paid:
Check Number:
Assigned Booth Number:



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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 fairgrounds 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

