



2018 Vendor Information

We invite you to join thousands of visitors for the 9th Annual Hopkinsville International Festival at the James E. Bruce Convention Center on Friday, March 23 and Saturday, March 24, 2018.

It is easy to see how our community has become so diverse with over 30 international businesses and many residents from all corners of the globe living in Christian County. Organizers promise fun from around the world including international music, dance, food, arts and crafts, and activities for the entire family. What an opportunity to celebrate this wonderful diversity at an event that continues to promote such a vast cultural exchange!

Admission is free for visitors but they will want to purchase food and crafts. If you would like to have a food, merchandise/services, and/or information booth at the Hopkinsville International Festival, *act fast to secure exclusive rights to sell your product!*

Please see additional event details below.

Section 1 Event Logistics

- **Event Date and Time** – March 23, 2018 – March 24, 2018

Friday, March 23, 2018 4:00 p.m. - 8:00 p.m.
Saturday, March 24, 2018 10:00 a.m. - 6:00 p.m.

- **Location** – All festival activities will be located at:

James E. Bruce Convention Center
303 Conference Center Drive
Hopkinsville, KY 42240
(270) 707-7000
<http://www.bruceconventioncenter.com/>

- **Set-Up** – Friday, March 23, you may begin setup anytime between 10:00 a.m. and 3:00 p.m. Food vendors must be ready by 2:30 p.m. for Health Department inspections beginning at that time. The festival begins at 4:00 p.m. at which time all setup must be complete. The festival ends at 10:00 p.m. on Friday, March 23. Saturday, March 24, you may begin setup at 7:00 a.m. The festival begins at 10:00 a.m. at which time all setup must be complete. The festival ends at 6:00 p.m.
- **Security** – Night-watchmen may not be provided by the festival; therefore, each vendor is responsible for the safety, sanitation, and security of their space, products, merchandise, and equipment throughout the festival weekend. The building will be secured Friday evening by approximately 11:00 p.m.

- **Breakdown** – Breakdown on Saturday begins at 6:00 p.m. and must be completed by 9:00 p.m., with all vehicles and trailers out of the area.

Section 2 Registration Fees (**Non-Refundable**)

- **Food Booth** **\$100 / \$75 if register by December 29**
Authentic ethnic foods from around the world are sought. Fee includes mentions during event, and all items listed in Section 3. All Health Department regulations must be followed. No commission charged on booth sales.
- **Merchandise/Services Booth** **\$100 / \$75 if register by December 29**
Folk art and other international crafts are sought. Fee includes mentions during event, and all items listed in Section 3. No commission charged on booth sales.
- **Information** **\$0.00**
Exhibit space will be provided for information purposes. Includes mentions during event, and all items listed in Section 3. No sales permitted at these booths. Each booth must be decorated with an international theme.
 - *Please make note that all registration forms must be received by March 2, 2018*

Section 3 Items Provided by Hopkinsville International Festival

- 10' x 10' space
- 1 – 6' table
- 2– folding chairs
- 1 – waste receptacle
- Electricity (**if required and marked on registration form**)
- Access to potable water at no additional charge (**bring your own container, marked on registration form**)

Section 4 Items Provided by All Vendors (as applicable)

- Booth workers are encouraged to dress in appropriate, festive or traditional attire for the culture they represent.
- Vendors are solely responsible for providing tents, linens/table covers, food warmers and/or sternos, utensils, paper products, equipment, electrical/extension cords, plugs, water hoses, connectors, and any other products to be used during the festival. Vendors are also responsible for proper removal and disposal of all festival materials including cooking grease/oil. Trash cans will be provided nearby for refuse disposal.
- All vendors are expected to comply with KY Revised Statutes regarding Charitable Gaming (238.500) and Counterfeiting Intellectual Property (365.241)

Section 5
Additional Information - Food Vendors (as applicable)

- Please attach a copy of your menu and pricing along with registration form.
- Attached are Christian County Health Department temporary food service set-up requirements. All Health Department regulations must be followed. Health Department officials will be on site to issue Temporary Food Service Permits at 2:30 p.m. Friday, March 23, 2018. Food Vendors must be ready and on-site at that time.

Please note: 1) All purchased vendor food must be from an approved source. 2) All food preparation, including cooking, must be done on-site. 3) You may not begin to cook until your permit has been issued.

- **Temporary Food Service Permit Fee**

1-3 Day Permit \$50.00

Permit Fee(s) are the responsibility of the vendor.

- **Permitting Questions** – please contact:

Christian County Health Department
1700 Canton Street
Hopkinsville, Kentucky 42240
(270) 887-4160 ext. 150
<http://www.christiancountyhd.com/>

Section 6
Lodging

Lodging options can be found at <http://www.visithopkinsville.com/category/listings/stay/>.

Section 7
Contact Information

Toby Hudson
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