



2018 Vendor Information

We invite you to join thousands of visitors for the 3rd Annual Summer Salute Festival in downtown Hopkinsville, Kentucky on August 24 & 25, 2018.

Please see additional event details below.

Section 1 Event Logistics

- **Event Date and Time** – August 24, 2018 – August 25, 2018

Friday, August 24, 2018	10:00 a.m. - 10:00 p.m.
Saturday, August 25, 2018	10:00 a.m. - 10:00 p.m.

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

Downtown Hopkinsville, Kentucky
9th Street & Bethel Street
Hopkinsville, KY 42240
270-887-4290

<https://www.google.com/maps/place/Hopkinsville,+KY+42240/@36.8659615,87.4920455,17z/data=!3m1!4b1!4m5!3m4!1s0x886534432a268575:0x65823f1f18f1951c!8m2!3d36.8659615!4d-87.4898568>

ALL vendor locations will be located on 9th Street from Justice Way to South Main Street, the main traffic flow for the festival.

- **Set-Up** – **Thursday, August, 23rd, 2018 you may setup anytime between 5:00 p.m. and 8:00 p.m.** The festival begins at 10:00 a.m. on Friday, August 24 at which time all setup must be complete. Festival staff will be onsite to guide you to your assigned space. **No vendors will be allowed to set up prior to this time. Do not permanently mark your space, insert anything into the pavement or leave your space in any condition except as it was when assigned to you.**
- **Security** – Night-watchmen will be provided by the festival on Thursday and Friday 10:00 pm-6:00 am. However, each vendor is responsible for the safety, sanitation, and security of their space, products, merchandise, and equipment throughout the festival.
- **Teardown** – **Teardown begins on Saturday at 10:00 p.m. and must be completed by 12:00 a.m. (midnight), with all vehicles and trailers out of the area.**

Section 2
Registration Fees (Non-Refundable)

- **Vendor Space** **\$100-per space / \$50-electricity**
The registration fee is \$100.00 per space and \$50.00 for electricity. Registration fees are payable in advance and non-refundable. Fee includes items listed in Section 3.

Payments Accepted are: Cashier's Check, Money Order and/or Credit Card ONLY

Please make payable to:

City of Hopkinsville
Division of Parks and Recreation
2600 Thomas Street
Hopkinsville, Kentucky 42240

Please make note that all registration fees must be postmarked by July 2, 2018.

Section 3
Items Provided by Summer Salute Festival

- 12' deep x 12' wide space
- Electricity (**Access to electricity is limited and will be reserved on a first come basis. Please mark on registration form, if required**)

Section 4
Additional Information

- **Vendors are expected to be present and staff their operations during festival hours.**
- Vendors are solely responsible for providing all tents, tables, chairs, 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.** Dumpsters will be provided nearby for refuse disposal.
- Hopkinsville Parks and Recreation will make every effort to provide designated convenient parking for trailers and store items needed. **Please check-in and park in designated areas.**
- All vendors are expected to comply with KY Revised Statutes regarding Charitable Gaming (238.500) and Counterfeiting Intellectual Property (365.241)



2018 Vendor Registration Form

PAYMENT _____

SPACE NO. _____

REGISTRATION INFORMATION

[Please print]

Business Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile Phone _____

E-mail Address: _____

REGISTRATION FEE (NON-REFUNDABLE)

[Please put number of spaces]

#	Vendor	Fee	Total
	Vendor Fee (per space)	\$100.00	
	Electricity (one-time fee)	\$50.00	
Number of 12'x12' spaces			
TOTAL PAYMENT			\$

METHOD OF PAYMENT

[Please select payment]

 Cash Cashier's Check/Money Order [payable to City of Hopkinsville]

Number: _____

 Credit Card: Visa MasterCard

Card #: _____

Expiration Date: _____ CVC: _____

Cardholder Name: _____

Card Holder Signature: _____

ADDITIONAL INFORMATION

➤ Electricity Required? YES NO _____ Amp _____ VoltOutlet Type:
(Check one)

(Fill in blank)

(Available outlets)

➤ Products for sale (please be specific):

➤ Specific description of your set-up (e.g. 20' trailer, 10'x10' tent). Please give exact sizes of trailers, tents, etc.:

Please return completed, signed form and payment by July 2, 2018 to: Hopkinsville Parks and Recreation, 2600 Thomas Street, Hopkinsville, Kentucky 42240 or fax at 270-887-4293. Questions? Contact Parks and Recreation at 270-887-4290 or drundall@hopkinsvilleky.us.

DISCLAIMER

The City of Hopkinsville, Division of Parks and Recreation reserves the right to close registration prior to July 2, 2018, if required number of vendor spaces are filled prior to the above deadline.

WAIVER AND RELEASE

The undersigned agrees to defend and hold harmless the City of Hopkinsville, Division of Parks and Recreation, and all other festival sponsors and agents from all injury, loss, costs, claims, or damages to any person or property arising from, related to, or in any way connected with participation in the Summer Salute Festival. I grant permission for you to publish any and all photos taken during these activities. Event organizers are granted permission to have medical personnel treat me, if needed, during my participation in the event.

Printed Name: _____ Signature: _____ Date: _____