



# 2019 Vendor Information

We invite you to join thousands of visitors for the 4<sup>th</sup> Annual Summer Salute Festival in downtown Hopkinsville, Kentucky on August 23 & 24, 2019.

Please see additional event details below.

## Section 1 Event Logistics

- **Event Date and Time** – August 23, 2019 – August 24, 2019

Friday, August 23, 2019	10:00 a.m. - 10:00 p.m.
Saturday, August 24, 2019	10:00 a.m. - 10:00 p.m.

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

Downtown Hopkinsville, Kentucky  
9<sup>th</sup> 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>

- **Set-Up** – **Thursday, August, 22<sup>rd</sup>, 2019 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 23 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 + 6.0% KY Sales Tax**  
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 12, 2019.**

**Section 3**  
**Items Provided by Summer Salute Festival**

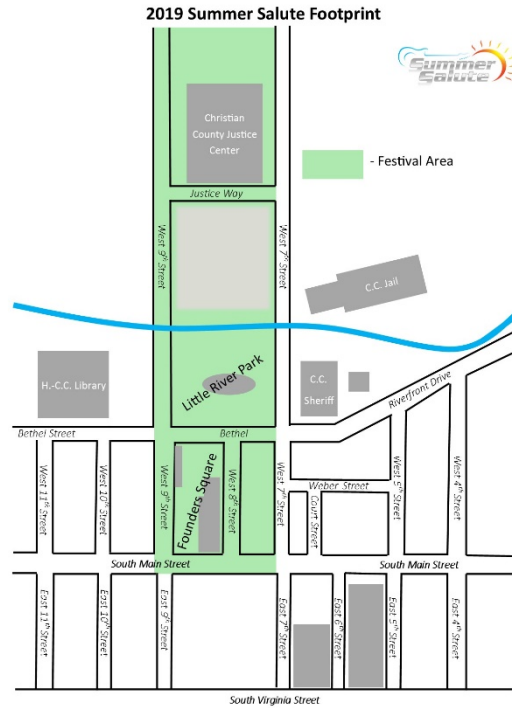
- 12' deep x 12' wide space
- Electricity (**Access to electricity is limited and will be reserved on a first come basis. Please mark on registration form, if required**)

**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, +/- 100' 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)

## Section 5 Contact Information

Hopkinsville Parks and Recreation  
270-887-4290 (office)  
270-887-4293 (fax)  
[drundall@hopkinsvilleky.us](mailto:drundall@hopkinsvilleky.us)  
<http://hoptownrec.com>  
<http://hoptownsummersalute.com/>





# 2019 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
	<b>Vendor Fee</b> (per space)	\$100.00	
	<b>Electricity</b> (one-time fee)	\$50.00	
<b>SALES TAX (KY 6.0%)</b>			
<b>TOTAL PAYMENT</b>		\$	
<b>Number of 12'x12' spaces</b>			

## 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 12, 2019 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](mailto:drundall@hopkinsvilleky.us).

## DISCLAIMER

The City of Hopkinsville, Division of Parks and Recreation reserves the right to close registration prior to July 12, 2019, 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: \_\_\_\_\_