



MARIGOLD DAY

Saturday, September 21st, 2024 (2 pm-7 pm)

Application for Participation

03/30/2024

DEADLINE FOR SUBMISSIONS IS AUGUST 2, 2024

Application Form

Application for:

Arts & Crafts Food Vendor Commercial Alcoholic Beverages Non-Profit

Name of Business _____ Phone: _____

Name of Contact/Representative: _____ Cell: _____

Address of Business: _____ Email: _____

City: _____ State: _____ Zip Code: _____ Website: _____

Booth/Product description:

Booth Space Fees

\$20 for 10x10 \$25 for 10x10 w/electricity

(Late Fee: \$50 after June 14th, 2024 * Booth Fees are non-refundable after May 17th, 2024)

- Does your booth require water? Yes No
- Does your booth require electricity? Yes No
- Arts & Crafts: \$20 ea. (10 x 10) # Of Regular booths:
- Arts & Crafts w/electricity \$25 ea. (Limited availability) # Of booths with electricity: _____
- Crafted Food Vendors: \$20 (10 x 10) ea. - Must be self-contained
- Non-Crafted Food Vendors: \$20 (10 x 10) ea.
- Alcoholic Beverage Vendors: \$20 (requires special temporary festival permit approval)

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Make checks payable to (Credit cards are not accepted):

City of Williamstown, KY.

Marigold Day Event

400 N. Main St.

Williamstown, KY. 41097

Phone: (859)-824-6351

Website: www.wtownky.org

Please provide photos of the booth and products at time of application submission along with all application fees. Digital photos may be submitted by emailing pharris@wtownky.org

I the undersigned do hereby relinquish the right to hold the City (The City of Williamstown), it's representatives, agents, employees, and all other persons, personally responsible from any and all manners of action in, losses, damages, claims, forfeitures demands, and lawsuits, acts of God, cancelations, issues, theft, stolen/missing properties, vandalism, malfunctions, changes of information, lack of sales, company expenses, and misunderstandings whatsoever in law during event, included but not limited to set up before event, and teardown after event. I, the undersigned, furthermore, agree that I have read the rules regulations and guidelines outlined in the Marigold Day Vendor Guidelines and by signing do hereby agree to complete with all festival vendor rules, and regulations.

Signature of Applicant

Printed Name of Applicant

Date of Application

OFFICIAL USE ONLY:

Date Received: _____ Date Reviewed: _____ Date Notified: _____

Approved: YES NO
(circle one)

Payment Received: YES NO
(circle one)

Reviewed by: _____

Signed by: _____

Marigold Day Guidelines

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CHECK-IN TIMES AND LOCATION:

- Williamstown will close off U.S. 25 to through traffic starting at 12pm on Saturday, September 21st.
 - Set up for vendors will begin at 12pm and ALL vendors must be finished setting up by 1:30pm.
 - A map of the vendor's location will be submitted to all vendors on Thursday, September 19th by 5pm.
 - Vendors will have markers indicating their area space.
 - All Vendor booths must stay in location until 8pm.
 - The Marigold Day Committee will offer first rights to the downtown retailers to have their vendor booths set up in location to be in front of their stores, however, any downtown business (or business owner) wishing to not submit a Vendor Application for booth space, the Committee will allow another vendor to have their booth set in location which may be directly in front said business/store. Furthermore, the location of the vendor and booth will not impede or interfere with blocking or preventing any person(s) from being able to enter the business in which they are in front of.
 - The Marigold Day Committee reserves the right to remove any vendor during the festival for conduct which may be deemed unacceptable, unsafe, or that could be detrimental to the safety of attendees.
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ENTRIES:

- Any person, persons, company, business, non-profit, club, church, or maker.
 - Resale of booth space is strictly prohibited.
 - In the event of a no-show vendor, the available booth space will be used and determined use by the Marigold Day Committee.
 - All vehicles must remain parked from 1:30pm until 8pm to ensure the safety of all vendors, guests, and visitors.
 - NO VEHICLES ARE PERMITTED TO DRIVE OR MOVE FOR ANY REASONS WHATSOEVER DURING THE DURATION OF THE EVENT.
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APPLICATION DEADLINE:

- All vendors must submit a completed application along with all fee payments at the time of submission.
- If food or alcohol vendor, additional permits will be required and must be submitted.
- Registrations, applications, and payments are nonrefundable.
- Cancellations shall be accepted prior to May 17th.

- Deadline for vendor submission and booth space shall be no later than 5pm Friday, August 2, 2024.
 - All vendors must submit a completed application along with all fee payments at the time of submission.
 - For applications to be accepted, it must include the following: a completed application, a detailed description of booth, information on the types of items the vendor sells, or is promoting, pictures, website, and payment.
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FEES:

- All non-electric vendors/booth spaces shall be \$20.
 - All electric vendors/booth spaces shall be \$25.
 - All vendors and booth fees must be paid in full at the time of application submission.
 - A \$50 late fee will be added to your application fee if payment has not been made by June 14th.
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FOOD AND ALCOHOL VENDORS:

- All accepted food vendors **must** contact the Northern Kentucky Health Dept. to request any, and all permits needed at a minimum of 6 weeks prior to festival. Grant County Health Center contact information (859) 824-5074. The Health Dept. will have a list of approved vendors 6 weeks prior to the festival. (See application notes for permit fee structure and mandatory class time). Health Department food permits must be valid and displayed at all times during the entirety of the festival.
 - Crafted Food Vendors must be self-contained.
 - Non-Crafted Food Vendors will have electric hook-ups and water available.
 - Alcohol Vendors must have a temporary license to sell alcohol at the Marigold Day Festival. Any alcohol vendors must have approval from the City of Williamstown and the State of Kentucky's ABC Administration prior to the festival.
 - It is the responsibility of each vendor to ensure they are compliant with all State of Kentucky, Grant County, and Williamstown laws and regulations, and local business licensing requirements. A representative for the License Inspector of Grant County may be contacted to discuss any questions on requirements.
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PROMOTION:

- The Marigold Day festival may be advertised through local, state, and regional tourism brochures, newspapers, radio, social media, and television.
- In the event of inclement weather, the festival committee will keep you updated on plans for continuation or closure of the festival. No refunds are given for festival delays or closure due to inclement weather.

SAFETY:

- Side panels or dividers for tents or space are optional and decided by the vendor.
- In the event of an emergency, Call 911
- Police Officers and Paramedics will be on the property during festival hours.

- Security will be present hours before, during the event and after hours of the festival, yet it is the vendors' responsibility to secure items from theft.

- The Festival Committee will monitor inclement weather, nevertheless, vendors should monitor weather and ensure tents, tables, trailers, items, etc. are secure from any form of inclement weather, including but not limited to, wind and rain.

- Vendors are allowed to have tables and chairs if needed, but only within the limits of their booth space. Vendors who exceed their allotted booth space with extensions, chairs, tables, etc. etc., will be requested to remove anything that exceeds their booth limits. If there is a need for additional booth space, the vendor must submit a second application for an additional booth and inform the Committee of the need for two booth spaces which will need to be side by side. Any vendor needing two booth spaces that does not follow these guidelines will not be given back-to-back booth spaces.

Handicap accessibility and special needs requirements will be accommodated; however, we request that you please contact the festival by phone should you have any wheelchair accessibility needs. Please call the office of the City of Williamstown (859)-824-6351.

All Arts & Crafts vendor's products should be original and created by the vendor. Limited commercial vendors (Less than 10%) are accepted (i.e., area rugs, sunglasses, Pampered Chef, fountains, etc.)

On behalf of the City of Williamstown, I want to personally thank you for your consideration in bringing back one of Williamstown's most memorable festivals. This year's Marigold Day Festival will be a tremendous event, that pays tribute to our Williamstown's history, tradition, and legacy. The City of Williamstown can't wait to celebrate the revival of Marigold Day Festival with you.

Thank you,

Mark Christopher, Mayor