

Craft/Commercial Vendor, Non-Profit Rules, Regulations & Application
Green River Lake 50th Anniversary Celebration
June 15, 2019 – 10 am to 5 pm EDT

Selection Process

The Friends of Green River Lake (FGRL) has a committee that takes an active role in the selection of all vendors and non-profit organizations participating in this event. The committee will choose vendors based on the types of products offered, the quality of the product, and the vendor's experience with selling products at this type of event. Our goal is to have a balance and variety of high quality products offered to the public.

Quality of Presentation and What FGRL Provides

We require that all participating craft/commercial vendors and non-profit organizations have a professional presentation. Included in the application fee for crafters and commercial vendors will be one 10ft x 10ft booth space. If you need more space, you can rent two adjacent 10ft x 10ft spaces for a total of 10ft x 20ft. All participants are required to provide everything else for their set-up. We do not provide electricity. If you need power, you will be required to supply your own SILENT generator. Your signage and banners need to be clean and professional looking. When submitting this application, we ask that you send in two photographs of your booth set-up. For vendors, the look of your booth and your unique items is very important to the committee and is a factor in the selection process. Non-profits will be admitted on a first come, first served basis and as space allows.

Products

Please fill out your top four specialty products on your application. We do not want to have numerous vendors selling the same items.

Tax ID Number Requirements

All vendors participating must provide us your current sales tax ID number. Non-profits must provide a copy of their 501(c)(3) designation letter.

Application Deadline and Notification of Acceptance

The application deadline is April 29th, 2019. Please send your completed application along with two photographs of your booth set-up and signage to: **USACE, ATTN: Friends of Green River Lake, 544 Lake Road, Campbellsville, KY 42718**. THIS IS ONLY AN APPLICATION; FILLING OUT THIS APPLICATION DOES NOT GUARANTEE ACCEPTANCE. Please do not send in your booth fee with your application. You will be notified of acceptance by May 3rd, 2019, and deadline for fee payment will be May 15th, 2019. All payments will be made out to: **Friends of Green River Lake, Inc.** and mailed as indicated above.

Additional Information

Vendors are responsible for their own Sales Tax to the State of Kentucky – 6%. Any related fees or taxes are your sole responsibility.

Booth Fees

Craft Vendor - One 10ft x 10ft space is \$35. If a 10ft x 20ft space is needed, this will be \$70. The booth space and booth fee are non-transferable—Vendors, whether they are present or not, cannot offer/transfer their assigned spaces to another vendor. If a vendor cancels within two weeks of the event, there will be no refunds.

Commercial Vendor - One 10ft x 10ft space is \$50. If a 10ft x 20ft space is needed, this will be \$100. The booth space and booth fee are non-transferable—Vendors, whether they are present or not, cannot offer/transfer their assigned spaces to another vendor. If a vendor cancels within two weeks of the event, there will be no refunds.

Non-Profit Organization – You will be allowed one 10ft x 10ft booth space at no cost, as long as you will not be taking donations, or selling any merchandise. Consider this an opportunity to engage with the community and let them know what your organization is all about.

Booth Set-Up/Breakdown

Upon approval of your application, you will be assigned a booth location. This location will be identified with your business/non-profit name in the event program. The event area will be open for booth set-up on June 14 from 5 pm to 9 pm EDT or on June 15 from 5 am to 9 am EDT. Please note security will not be provided overnight June 14-15. Breakdown will not begin before 5 pm on June 15. The area will remain open for breakdown until 9 pm EDT.

Parking

Please do not leave your vehicle attached to your booth. There is adequate parking at the event.

Restrictions

- No animals (pets or otherwise) will be permitted.
- Only hand-made items (made by the vendor in the USA) will be allowed in the **craft** vendor area.
- **Absolutely no selling:** used clothing, sexually explicit materials, fireworks of any kind, explosives, nun-chucks, butterfly knives, stink bombs, silly string, or guns of any kind.
- Dangerous items or items of an offensive nature will not be permitted.
- The committee reserves the right to reject any vendor they feel is inappropriate for this event. Vendor will be required to leave and no refund will be given.

EVENT WILL BE HELD RAIN OR SHINE!!!

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Company/Org. Name _____
 Contact Person _____
 Address 1 _____
 Address 2 _____
 City _____ State _____ Zip _____
 Business Phone _____ Mobile _____ Fax _____
 Email Address _____
 Website _____
 Tax ID# _____

References:

Event Name	Year	Phone # to Organizer

Please fill out your top products.

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

I have read and fully understand all rules and regulations pertaining to the Friends of Green Lake's 50th Anniversary event for June 15, 2019 and agree to abide by them completely if I am accepted. All items sold by me and my company have been approved by the Friends of Green River Lake committee and I agree not to sell anything other than what was approved. In addition, in consideration of the acceptance of my application, I for myself and my assignees do hereby release and discharge all event sponsors and those assisting with the event for all claims of damages, demands of actions arising or growing out of my participation in this event. Further, I grant permission to the Friends of Green River Lake, Inc. to use any photographs, motion pictures, recordings or any other record of the event as they deem necessary and appropriate for documentary or promotional purposes.

Signature _____ Date: _____

For Committee Use Only	
Date Application Received: _____	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No By _____
Date Booth Fee Received: _____	Booth Location Assigned _____