



Midway, KY

# 37<sup>th</sup> Annual Midway Fall Festival September 17<sup>th</sup> & 18<sup>th</sup>, 2011

www.midwayfallfestival.org

## Food Vendor Application

Owners Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ PO Box: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check all that apply:

- New Food Vendor
- Returning Food Vendor
- 10 x 20 space @ \$350.00 (includes \$50.00 refundable deposit per 10x20 space)
- 10 x 30 space @ \$525.00 (includes \$75.00 refundable deposit per 10x30 space)
- 10 x 40 space @ \$700.00 (includes \$100.00 refundable deposit per 10x40 space)
- Need 110 V power ( \_\_\_\_\_ # amps required)
- Need 220 V power ( \_\_\_\_\_ # amps required)

Note: Late fee of \$25.00 if post marked after June 1<sup>st</sup>, 2011 per space.

- Yes, I have read, understand and agree with the rules and regulations, sign below and keep rules for your reference
- Yes, I have enclosed my payment.
- Yes, I have submitted a photo of my booth/trailer and list of my products.
- Yes, I will provide a certificate of Insurance to the Fall Festival Committee.
- Yes, I will obtain a health permit from Woodford County Health Department prior to the festival.
- Yes, I agree to clean up my area, both during the festival and prior to leaving on Sunday.
- Yes, I agree to dispose of any grease in the approved containers.
- Yes, I agree to place #15 roofing paper under my booth prior to set up.

By signing here I show I have read, understand and agree with the rules and regulations of the MFF (keep rules for your reference)  
 Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### Festival Information and contacts

Web site – [midwayfallfestival.org](http://midwayfallfestival.org)  
 Email – [info@midwayfallfestival.org](mailto:info@midwayfallfestival.org)  
 Coordinator - Eric Thoreson (859) 753-5523  
 Clare McCarthy (859) 846-4966  
 John McDaniel (859) 492-0658

### Make checks payable to Midway:

Midway Fall Festival Committee  
 PO Box 3843  
 Midway, KY 40347

Checks will be deposited upon receipt. This does not assure your acceptance. If you are not accepted, refunds and notices will be sent shortly after June 1<sup>st</sup>, 2011.

**Applications received after June 1<sup>st</sup>, 2011 are subject to a \$25.00 late fee per booth space.**

# **Please Read the Rules and Regulations for the 37th Midway Fall Festival September 17<sup>th</sup> & 18<sup>th</sup>, 2011**

***The new rules are in bold. Please read and sign the application page and keep the rules/regulation for your reference.***

1. **Applications and payment must be received no later than June 1<sup>st</sup>, 2011. Any application received later than June 1<sup>st</sup>, 2011 will be assessed a late fee of \$25.00.** Returning vendors and vendors with applications submitted on time will get their first choice of location. The Midway Fall Festival (MFF) Committee will do everything in its power to place returning vendors and on time applicants in their first choice of locations.
2. Vendor personnel must manage booths during the operating hours of the festival.
3. **NO LATE OPENINGS, NO EARLY CLOSINGS, NO EARLY BREAKDOWNS. NO EXCEPTIONS.** Anyone not complying with this rule will not be allowed to return next year.
4. Festival hours are: Saturday 10:00 am – 6:00 p.m., Sunday from 11:00 am – 5:00 p.m. Please note that this is a two-day event. The festival will take place rain or shine.
5. No booth refunds after August 31, 2011.
6. You will be notified two weeks prior to the festival your set up time. Returning vendors from last year's festival will get their first choice of locations.
7. No exhibitor shall assign, sublet or apportion any part of their space without prior approval from the 37<sup>th</sup> Midway Fall Festival Committee.
8. Neither the MFF Committee nor the City of Midway is responsible for any loss or damage incurred to the exhibitors' property. The exhibitor also agrees to hold harmless and indemnify the MFF Committee or the City of Midway, KY against any claims arising by virtue of their occupancy of the premises or use thereof. The MFF Committee suggests packing and/or securing any valuable products overnight.
9. Nighttime security will consist of off duty police officers and will be provided for Friday and Saturday nights.
10. Please decorate your booth appropriately. **Tables must be draped.**
11. **Please NO radios or loud speakers allowed in booths.**
12. Vehicles belonging to craft or food vendors are not allowed into the festival during working festival hours. **NO EXCEPTIONS. Vendors will be allowed to enter the festival area one hour before and one hour after festival hours to restock the booths.** Vehicles must be removed prior to start of the festival.
13. **No election campaigning from any booth.**
14. Please remember to be friendly with customers.
15. **No drilling or defacing the streets or sidewalks by anchors will be permitted.**
16. A copy of your Certificate of Insurance must be submitted with the Midway Fall Festival Application. The Certificate of Insurance must include:

- A minimum of \$1,000,000 in coverage, each occurrence and aggregate.
  - The Midway Fall Festival/Midway Business Association must be designated as the certificate holder.
  - The Certificate shall provide coverage for the dates of the Midway Fall Festival. The effective date as well as the expiration date must appear on the Certificate.
17. **The Midway Fall Festival Committee must pre-approve all food and beverages to be sold at the festival.** The festival wants to eliminate the duplication of food items and ensure the maximum profit to those food vendors participating in the Midway Fall Festival.
  18. Food vendors are required to complete the attached *Menu Form* listing all of the foods to be sold at the festival. This will be the list that festival committee will monitor throughout the festival to avoid any duplication of food vendor sales. Please list the order in which items will be sold. The MFF committee may limit the number of items in order to reduce duplication of food vendor sales. You will be notified of approved items shortly after receipt of your application.
  19. The festival committee reserves the rights to have food vendors remove food items for sale that have not been previously approved by the MFF Committee.
  20. The Woodford County Health Department requires a Health Permits for each food vendor. Enclosed are required blank permits that need to be mailed to the Health Department at least three (3) weeks prior to the festival. Their phone number is 859-873-4541. If there are specific questions about their regulations. Their address is:  
Woodford County Health Department  
229 N. Main Street  
Versailles, KY 40383  
Attn: Env. Department
  21. The MFF will provide a grease disposal receptacle and trash dumpsters. The transportation of the grease and bulk trash to the proper location will be the responsibility of the individual food vendor.
  22. #15 roofing paper must be placed under food vendor's location by the vendor prior to setting up their booth. Officials with the City of Midway have recently spent over \$200,000 replacing downtown streets and sidewalks and moving utilities under ground. A cleaner town equals more patrons next year. Help us keep the streets and sidewalks clean.
  23. If there are any questions about the MFF please contact us at [info@midwayfallfestival.org](mailto:info@midwayfallfestival.org) or one of the contacts on the application page.

Please keep these rules for your reference. Return the signed application form, vendor form, photos and payment to the Midway Fall Festival, P.O. Box 3843, Midway KY 40347

**Thank you and we look forward to another successful festival.**

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# ***37th Annual Midway Fall Festival Menu Form***

**Food Item**

**Cost**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

\* Additional Items can be placed on the back of the sheet.