



## 2018 TOBACCO & HERITAGE FESTIVAL

*The Logan County Chamber of Commerce Would Like to Invite  
You to Set Up at Logan County's Largest Event of the Year...  
Our 62nd Annual Tobacco & Heritage Festival!*

### **CONCESSIONS VENDOR INFO and APPLICATION**

- **EVENT:** 2018 Logan County Tobacco & Heritage Festival on the Square in Russellville, KY.
- **DATE:** Saturday, October 13, 2018 from 9:00-4:00 pm
- **VENDOR FEE:** \$375.00 for non-members and \$250.00 for Chamber members. **Spaces are up to 30 feet long. Spaces over 30 feet will have an additional charge of \$125.00 per 10 feet needed.** If we deem the space you request considerably larger than what we are allowing each vendor, you will be charged the additional fee. Please return the application and the booth fee to:

**Logan County Chamber of Commerce  
116 S. Main Street, Russellville, KY 42276**

- **OCCUPATIONAL LICENSE:** Enclosed is a registration for Occupational License form from the City of Russellville. In order to have a vendor's stand, an occupational license registration must be on file with the City of Russellville. Please be sure to fill out all parts of the registration form so that there will be no delays in processing it. This License is effective for one year. If there are questions regarding the application and/or license, please call the Russellville City Hall at (270) 726-5002. Return your occupational license registration application along with \$25.00 to:

**City of Russellville, Dept. of Finance  
P.O. Box 434, Russellville, KY 42276**

- **HEALTH DEPT. PERMIT:** A temporary permit application is enclosed. You are responsible for purchasing this permit, filling it out, and returning it. The cost of a temporary permit is \$50. Please read all enclosures pertaining to food services and adhere to all rules. Please return your temporary permit, permit fee, and copy of your Festival application to:

**Logan County Health Department, Attn: Rob Dixon  
151 South Franklin Street, Russellville, KY 42276**

If you have any questions concerning the permit, you may reach the Environmental Department at 270-726-8341, 8:00 a.m. – 9:30 a.m.

- **MENU REQUIREMENTS:** For planning purposes, **please submit a complete menu with prices that you will be presenting to your customers on Festival day.** This will ensure a variety of food selection and fair pricing among vendors. **Submitted menu and prices need to be clearly displayed for customers on the day of the event.** Please keep in mind that once prices are submitted that this will be the required selling price on Festival day.

- **WATER:** There are **ABSOLUTELY NO WATER HOOK-UPS** available for vendors on Festival day. Please bring your own water for all washing, cooking, cleaning, etc. as required.
- **ELECTRICITY:** If electricity is needed, please note your ***specific requests*** on the acceptance reservation sheet. We have a limited number of outlets and they will be assigned on a first-come, first serve basis. There will be no alteration of electrical services once confirmed.
- **LOCATION ASSIGNMENTS:** Location assignments will be determined according to the amount of space needed, the date your application is received, and the electrical availability. There are a limited number of spaces available. There will also be a select number of food specialties allowed. Vendors that participated the previous year will be allowed to set up in the same spot, if reserved by July 31<sup>st</sup>. You will be sent a confirmation in September.
- **SET-UP:** Vendors may begin set-up at 6 a.m. and must be ready for customers by 9 a.m. Vendors are asked to remain at the Festival from 9 a.m. until at least 4 p.m. You are welcome to remain on the square selling until the end of Festival (approx. 8 pm) if you wish.

The crowd for the festivities during the Tobacco & Heritage Festival is estimated to be 25,000. We hope that you will choose to be a part of the Festival. If you have any questions regarding this letter or questions about the Logan County Tobacco & Heritage Festival, please contact the Chamber at (270) 726-2206.

**YOU MUST PROVIDE ALL OF YOUR OWN...  
WATER, EXTENSION CORDS AND TRASH RECEPTACLES.**

**\*\*\*DUMPING OF TRASH, WASTEWATER OR OTHER LIQUIDS, SUCH AS GREASE, IS  
NOT ALLOWED ANYWHERE ON CITY PROPERTY OR STREETS!\*\*\***

**(DUMPING SUBJECT TO \$1,000 PER DAY FINE FOR AS LONG AS THE VIOLATION  
EXISTS, PER CITY OF RUSSELLVILLE ENVIRONMENTALIST)**

**No refunds will be given. There will be no rain location.  
Come prepared to set-up outside, rain or shine.**

**We must have your application by July 31, 2018.**  
We will start accepting new vendors after this date.

**We hope to see you there!!**

# ACCEPTANCE RESERVATION 2018 CONCESSIONS

Name of Responsible Party or Business Owner: \_\_\_\_\_

Name of Business or Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cellphone (Day of Event Contact #) \_\_\_\_\_ Email \_\_\_\_\_

**IS ELECTRICITY REQUIRED?** Circle One: No Yes

Answer the following for **each** plug in/outlet you will need: (**NO electricity over 220/50**)

**Volts** 110 or 220    **Amps** \_\_\_\_\_    **Plug Type(s)** \_\_\_\_\_ (send diagram and list any information on the label) \_\_\_\_\_

List **ALL ITEMS** that you will be selling and **SELLING PRICE** for Festival day: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List everything that will be setting in your space and the amount of space needed (example: tables and tent with food trailer, 30 ft.) \_\_\_\_\_  
\_\_\_\_\_

Please be prepared to unload your food trailer, and other set up items, and park your vehicle elsewhere. Pickup trucks, etc. will not be allowed in the concession area after set-up.

**YOU MUST FURNISH YOUR OWN EXTENSION CORDS AND TRASH RECEPTACLES.**  
**\*\*DUMPING OF TRASH, WASTEWATER OR OTHER LIQUIDS, SUCH AS GREASE, IS NOT ALLOWED ANYWHERE ON CITY PROPERTY OR STREETS!\*\*** (Dumping subject to **\$1,000 per day fine for as long as the violation exists, per City of Russellville Environmentalist**)

**No refunds will be given. There is no rain location. Come prepared to set up outside, rain or shine.**

Yes, I will be able to attend the Tobacco & Heritage Festival on Saturday, October 13, 2018 in Russellville, KY. I have read your letter of invitation carefully and agree to abide by all requirements. I also hereby release the Logan County Tobacco & Heritage Festival, and any and all of its representatives, from any and all damages, loss or cost to personal property resulting either directly or indirectly from the use of the premises and/or from the exercise of the privileges granted by this permit and shall hold from any and all claims resulting there from. I have read and understand the enclosed sheet containing a list of items I must have on hand the day of operation from the Health Dept. My check for \$250 (member rate) or \$375 (non-member rate) is enclosed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**We must have your application by July 31, 2018! We hope to see you there!**  
***Our volunteers are the greatest...please treat them with the respect they deserve.***