



# FORDSVILLE DAYS

## 2018 VENDOR INSTRUCTIONS & RULES

Fordsville Days is a three (3) day event, starting on Thursday, September 13th, 2018 at 4:00 p.m. and ending on Saturday, September 15<sup>th</sup> at 10:00 p.m. It is our hope to supply the Vendors with a map showing their booth location before the Event. But, if we are unable to get these to you through the mail, you will be able to pick up a map at the Fordsville Depot on the 13<sup>th</sup> of September.

Please read the Instructions and Rules carefully before filling out the application.

1. Vendor Set up time begins at 12:00 noon on Thursday and must be complete by 12:00 Noon on Friday, except for specified areas indicated on the map. These areas cannot be set up until Friday after 6:00 p.m.
2. Vendors must supply their tables, tents or anything else needed for their booth including electrical extension cords.
3. A representative must remain at the booth at all times.
4. Vendors are responsible for the cleanliness of their area during and after Fordsville Days. Please be a good neighbor and keep your space and surrounding area neat. Dispose of or take all belongings with you when you leave. Vendors selling food, drinks, etc. must provide a garbage can for their customers. Any personal garbage, or customer garbage, and trash should be bagged and taken to an appropriate garbage barrel for disposal. Empty boxes should be broken down and bagged before being taken to the garbage barrel. Food vendors, **please** be sure that all food, paper, litter (especially grease/oils) and scraps of food around your booths are picked up and disposed of properly for the cleanliness and sanitation of both your product and for visitors to your booth. You, the Vendor, are responsible for the cleanup of your booth area before departure.
5. Merchants have the first option of setting up in front of their place of business at no charge. This option applies to business owners. If someone other than the owner wants to set up, they will be expected to fill out an application and pay the required fee to the Fordsville Historical Society and Museum Inc.
6. The Fordsville Historical Society and Museum Inc. is not liable for lost, stolen or damaged merchandise, equipment or personal belongings, or personal injuries.
7. **All animals must be kept in a kennel or on a leash at all times. You are responsible for the actions of your pet(s). Please clean up after them. The Fordsville Historical Society and Museum Inc. will not be held responsible for animal injuries (i.e. done to someone or something, or done by someone or something).**
8. Security during Fordsville Days is not provided, or guaranteed, by the Fordsville Historical Society and Museum.
9. **Items prohibited for sale: Include any item that will cause a hazard to persons or crafts or will be a problem to clean up. Items prohibited include the following: drinks in glass containers, silly string, cherry bombs, stink bombs/spray, invisible ink, fireworks of any kind, toys that include fire or shoot projectiles, weapons of any kind. Also prohibited are nudity, pornographic or sexually suggestive materials, and illegal drugs or paraphernalia. Alcoholic beverages or non-alcoholic beer shall NOT be sold or given as prizes. The Fordsville Days Committee reserves the right to close your booth and prevent sales if these rules are not observed.**

10. Vendor's use of space (designated spot provided by the Fordsville Days Committee) is non-transferable. The vendor may not allow anyone else to use the space without the expressed permission of the Vendor Coordinator.
11. **Please be aware: Vendors are responsible for paying any and all taxes that are required for its operation including sales tax. The Fordsville Historical Society and Museum Inc. is required to submit a list of Vendors and contact information to the Kentucky Department of Revenue for tax purposes.**
12. **Vendors operating food booths must obtain any required permits from the Ohio County Health Department.**
13. The Vendor Coordinator may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. The Fordsville Days Committee may revoke this contract if Vendor's merchandise is not consistent with the application.
14. Vendors must vacate by 12 p.m. (noon) on Sunday, September 16, 2018, unless provided expressed written permission from the Vendor Coordinator.
15. Vendor locations are determined on a first come, first serve basis and assigned by the Vendor Coordinator. If you had a booth in the past, and want the same location, please indicate that on your application. We will do our best to accommodate your request.
16. **Applications and fees MUST be received by August 30, 2018, to reserve a booth assignment. Please NOTE that Booth Assignments will ONLY BE MADE WITH A PAID APPLICATION FEE if you don't enclose a check with your application you are not guaranteed a space.**

**Additional Note: We reserve the right to refuse Booth Rental**

**BOOTH RENTAL FEE**

Approximate size 10 X 10: \$50

If you require more space, you need to rent additional booths.

Fee for two spaces: \$100

Fee for three spaces: \$150

**BOOTH RENTAL FEE FOR ON-SITE COOKING BOOTHS OR FOOD TRAILER BOOTHS:**

**FEE: \$50 PER 10 X 10 SPACE**

(The vendor is responsible for obtaining any required Permits from the County Health Dept)

If **Electricity** is needed, please indicate what voltage on your application. **NO Fee for Electricity this year, donations are appreciated.**

**NON-PROFIT:** No Fees for Non-Profit Booths. Please indicate on your application if you will need electricity.

**RETURNED CHECK FEE:** There is a \$35.00 Fee for returned checks, for NSF or closed accounts, plus any additional bank charges incurred by the Fordsville Historical Society and Museum Inc.

By signing and submitting the Vendor Application Form, you are accepting the Fordsville Days Vendor Rules, Guidelines, and Fees. Please keep the Instructions & Rules for your reference.

**TO SECURE YOUR BOOTH YOU MUST SEND IN YOUR APPLICATION AND FEE BY AUGUST 30, 2018. BOOTHS WILL BE ISSUED THE WEEK OF SEPTEMBER 3RD, 2018.**

For more information contact: Richard & Dessa Smith 270-287-1192 or e-mail Richard Smith at rockyrichardsmith@icloud.com

**Please mail your Application and check to:**

:

**Richard & Dessa Smith  
20 Robert Drive  
Fordsville, KY 42343**



# FORDSVILLE DAYS 2018

**Deadline for submitting Application is Wednesday, August 30, 2018**

Name: \_\_\_\_\_ (Contact person)

Name of Business: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

EIN# \_\_\_\_\_ OR Soc. Security # \_\_\_\_\_

Are you NON-Profit? Yes \_\_\_\_\_ No \_\_\_\_\_

Vendor Type: Craft Antiques Flea Market/Yard Sale Items T-Shirts Other \_\_\_\_\_

Is your booth a food booth? \_\_\_\_\_ If yes, will you be cooking on site? \_\_\_\_\_

List items you will be selling or giving away: \_\_\_\_\_

Did you have a booth at the festival in 2017? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where was your booth located? \_\_\_\_\_

Setup Time? Thursday Afternoon Thursday Evening Friday Friday Evening

Number of booths needed \_\_\_\_\_ (1) \$50 (2) \$100 (3) \$150 Total \$ \_\_\_\_\_

Number On-site Cooking Booths \_\_\_\_\_ (1) \$50 (2) \$100 (3) \$150 Total \$ \_\_\_\_\_

Number of NON-Profit Booths \_\_\_\_\_ No Fees for Non-Profit Total \$ \_\_\_\_\_ 0 \_\_\_\_\_

Is Electricity needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Total Amount Enclosed \$ \_\_\_\_\_



# FORDSVILLE DAYS

September 13, 14th, & 15th, 2018

March 1, 2018

Dear Vendor or Organization,

It is nearing that time of year again! This year Fordsville Days will be held on Thursday, September 13<sup>h</sup>, Friday, September 14<sup>th</sup>, & Saturday, September 15<sup>th</sup>. This year marks our 29<sup>th</sup> Annual Fordsville Days Fundraiser celebration, and you are invited to join us.

Fordsville Days is held each year as a fundraiser for the Historical Fordsville L & N Depot Museum. If you have been a vendor at this event in the past, please make plans to be with us again this year, or if Fordsville Days is new to you, we look forward to meeting you and hope you will plan to be with us as well.

Please find enclosed a Fordsville Days Booth Application along with this year's instructions and guidelines. **Some things have changed, so please read the guidelines carefully before signing and returning your application.**

Your Application, along with booth rental fee, must be returned **NO Later than Wednesday, August 30<sup>th</sup>, 2018.** Booths will be assigned during the week of September 3<sup>rd</sup>.

***REMEMBER: You MUST secure your booth BEFORE Fordsville Days TO BE GUARANTEED A SPACE.***

***Additional Note: We reserve the right to refuse Booth Rental***

The Fordsville Historical Society is looking forward to another weekend filled with family-friendly events, music, contests, delicious food, and a variety of vendors,

Sincerely,

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Richard Smith  
2018 Vendor Coordinators  
20 Robert Drive, Fordsville, KY 42343  
(270) 287-1192

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Dessa Smith