

Henderson Breakfast Lions Club
29th Annual Tri-Fest
Booth Application

Dates: April 15th, 16th, & 17 2016

Time: Friday – 10:30 a.m. to 11:00 p.m.; Saturday – 9:00 a.m. to 11:00 p.m.

Sunday – 12:30 p.m. to 5:00 p.m.

Location: Downtown Henderson on Main Street between Washington and Second Street

Booth Size: minimum of 20' x 16'

Fee is the same for one day or all weekend

Each organization will be limited to a maximum of two booth spaces (40')

NO RAIN DATE – no refund after April 1, 2016

All booths sponsored by a non-profit organization will be considered first. The Henderson Breakfast Lion's Club reserves the right to disallow the operation of any booth. **No One is guaranteed his or her past site location. NO CRAFT, ART, or FLEA-MARKET TYPE BOOTHS ALLOWED** during the Tri-Fest.

2016 Fees: Church, School, civic Organizations and all non-profit groups who are using their own equipment, are charged a rate of \$225.00 per 20' x 16' space.

Organizations that sponsor and use a commercial vendor to work with will be charged at the rate of \$465.00 per 20' x 16' booth space.

EACH BOOTH SPACE IS LIMITED TO 20'X16' – THIS MUST INCLUDE THE TRAILER AND TONGUE, DOOR OPENINGS, AWNINGS, TABLES AND SIGNS. VENDORS ARE AKSED TO REMAIN WITHIN THE SPACE PROVIDED – NOT SELLING ITEMS FROM THE STREET AWAY FROM THE BOOTH SPACE. THERE WILL BE NO WALK SPACES BETWEEN BOOTHS FROM THE SIDEWALK TO THE STREET.

Exhibitors are responsible for their own tables, chairs, and extension cords. Each booth participant agrees to hold harmless the Breakfast Lions for any damage or loss arising out of use of their booth including any act, omissions or negligence of either Henderson Breakfast Lions Club or booth participant.

For more information, you may contact James Peden at jepeden@hotmail.com , or we encourage you to contact the club through the website www.hendersontri-fest.org. Booth spaces will be assigned on a first-come, first-serve basis. Please mail all application paperwork and payment to:

Henderson Breakfast Lions Club
P.O. Box 313
Henderson, KY 42419-0313

Payment must be included with application to be considered for placement. **VENDORS MAY NOT SET UP UNTIL 6:00 P.M., THURSDAY, APRIL 14, OR UNTIL THE STREET IS CLEARED, WHICHEVER COMES FIRST** and must not be removed before 5:00 p.m. Sunday, April 17.

HEALTH REQUIREMENTS:

The Green River District Health Department requires the following:

1. Hand washing facilities are to be provided and used. These facilities shall consist of at least 90 degree water in a container with a spigot. **A waste container shall be used to store dirty water until it can be properly disposed of.**
2. Paper towels or other disposable hand drying devise shall be provided on location in conjunction with the hand washing facilities.

No vendor will be allowed to operate a food establishment at this event unless the above regulations are complied with. If you have any questions concerning these regulations, please contact the Henderson County Health Department, Environmental Section at 270-826-3951.

The following information is important for you to remember:

- ⇒ Booth may not set up before 6:00 p.m. on Thursday April 14th. **NO EXCEPTIONS!**
- ⇒ Electricity will be available by 10:00 p.m. Thursday, April 14th
- ⇒ Water will be available by 9:00 a.m. Friday, April 15th
- ⇒ All motorized vehicles must be off Main Street by 10:00 a.m. Friday. **No vehicles will be allowed on the street before 5:00 p.m. Sunday.**
- ⇒ **All booth cooking with oil on street must have plywood under fryer and grills.**
- ⇒ All booths are responsible for their own extension cords, plugs and water hoses
- ⇒ Security is provided
- ⇒ No parking for RV trailers, Storage Trailers or Motorcycles
- ⇒ Each vendor is responsible for finding space to park supply vehicles
- ⇒ Each booth must provide a minimum of one 30 gallon trash container with trash bags.
- ⇒ **ALL FIRES MUST BE EXTINGUISHED EACH NIGHT**
- ⇒ There will be a \$100.00 fee to clean up grease spills. Please make arrangements to dispose of cooking oil at the conclusion of the event.
- ⇒ **EACH BOOTH MUST PROVIDE AN APPROVED FIRE EXTINGUISHER**

There will be no grills, deep fryers, sinks, preparation tables or trailer tongues on the sidewalks, pavers, store fronts or grass areas. All items must be on the street within the 20' x 16' booth space. This includes chairs, bread trays and coolers. Failure to comply with this request could result in elimination of the organization from future Tri-Fest activities and a monetary sanction in 2016.

Each vendor could be asked to present valid Kentucky sales and use tax permit number, or be asked to pay 6% sales tax on all retail sales, according to KRS 139.200. Representatives from the State Department of Revenue have been present at past Tri-Fests, and we will do our best to keep you informed of their plans this year.

HENDERSON BREAKFAST LIONS CLUB

TRI-FEST BOOTH APPLICATION
APRIL 15th, 16th, & 17th, 2016

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: HOME: _____ WORK: _____

FOR YOUR PRIMARY COOKING PLANS

Will you utilize: electricity propane wood/charcoal (please check all that apply)

Will this be: inside a trailer outside a trailer

(PRIMARY COOKING ONLY)

****LIMIT OF TWO SPACES PER ORGANIZATION****

Rate: Non profit Number of spaces _____ x \$225.00 _____

Non-profit working with a commercial vendor
Number of spaces _____ x \$465.00 _____

TOTAL _____

NO CRAFT, ART OR FLEA-MARKET TYPE BOOTHS

If you are using oil to cook with, you need to make arrangements to dispose of it when the event is over. You also need to be prepared to clean up any spills or your organization will be charged a clean-up fee of \$100.00. Must have plywood under cooker if cooking on the street.

Please list **ONLY** 3 food items you want advertised for your booth:

THE BREAKFAST LIONS CLUB RESERVES THE RIGHT TO DISALLOW THE OPERATION OF ANY BOOTH. ALL VENDORS WILL BE NOTIFIED OF BOOTH SPACE ASSIGNMENT PRIOR TO THE TRI-FEST.

EACH BOOTH SPACE IS LIMITED TO 20'X16' – THIS MUST INCLUDE THE TRAILER AND TONGUE, DOOR OPENINGS, AWNINGS, TABLES AND SIGNS. VENDORS ARE ASKED TO REMAIN WITHIN THE SPACE PROVIDED – NOT SELLING ITEMS FROM THE STREET AWAY FROM THE BOOTH SPACE. THERE WILL BE NO WALK SPACES BETWEEN BOOTHS FROM THE SIDEWALK TO THE STREET.

DEADLINE TO SUBMIT APPLICATION PAPERWORK AND FEES IS MARCH 18, 2016

PLEASE READ, SIGN AND RETURN WITH YOUR APPLICATION AND PAYMENT

- ⇒ EACH BOOTH SPACE IS LIMITED TO 20'X16'. ALL EQUIPMENT AND SUPPLIES MUST BE OFF THE SIDEWALK AND CONTAINED IN THIS SPACE. NO SUPPLIES OR EQUIPMENT IS ALLOWED ON THE SIDEWALK, STORE-FRONT OR GRASS AREAS.
- ⇒ NO VENDOR IS ALLOWED TO SELL ITEMS OUTSIDE OF YOUR DESIGNATED BOOTH SPACE.
- ⇒ NO VENDOR IS ALLOWED ON MAIN STREET PRIOR TO 6:00 P.M. THURSDAY AFTERNOON OR UNTIL THE STREET IS CLEARED OF PARKED VEHICLES AND IS OFFICIALLY OPENED TO VENDORS. Anyone parked downtown before 6:00 will be subject to the City of Henderson parking regulations.
- ⇒ EACH ORGANIZATION IS LIMITED TO A MAXIMUM OF TWO BOOTH SPACES.
- ⇒ THE BREAKFAST LIONS CLUB DOES NOT PROVIDE A DESIGNATED PARKING AREA FOR SUPPLY TRAILERS/TRUCKS.
- ⇒ All fires must be extinguished each night.
- ⇒ Each vendor is expected to take trash from the booth to the designated dumpster/area
- ⇒ The Henderson Breakfast Lions Club reserves the right to place any booth in any location on the street. A letter will be mailed to the contact listed on the application prior to the Tri-Fest, along with a map, which will have your space designated. This map will be published for advertising purposes, to assist in the promotion of your organization.
- ⇒ All Electrical connections (other than a standard plug-in) MUST be completed by the Tri-Fest electrical staff.
- ⇒ Henderson Breakfast Lions Club will provide water connections on the street. All vendors are asked to use this water supply, unless other acceptable water arrangements are approved by the Tri-Fest committee.
- ⇒ The Breakfast Lions Club requests your consideration of the residents and business owners of Downtown Henderson
- ⇒ Each booth is required to have an approved fire extinguisher available
- ⇒ To dump to all waste water in the approved disposal container

X

Signature

Date