

FREEDOM★FEST

Murray Convention & Visitors Bureau

January 9, 2012

Dear Street Fair Vendor:

Greetings from Murray, Kentucky!

We are extremely excited to celebrate Freedom Fest 2012, Murray's patriotic celebration. The 25th annual Freedom Fest is upon us and will fall on June 29-July 1, 2012.

The main focal point of all our Freedom Fest activities is the Downtown Street Fair. Each summer, a number of vendors from across the nation descend on the historic downtown streets of Murray, Kentucky, to feature their special talents and unique arts and crafts.

The Street Fair will take place Friday evening and Saturday:

Friday, June 29, 2012: 5:30 p.m. – 10:00 p.m. (setup NO earlier than Noon)

Saturday, June 30, 2012: 8 a.m. – 2:30 p.m.

Enclosed you will find the official Street Fair Vendor Information Form and a brief description of the Freedom Fest activities. Also, the rules and regulations are included in which we encourage all participants to read thoroughly.

If you would like to reserve a booth, make sure you have enclosed the following:

- Official Street Fair Vendor Information Form with electrical requirements
- Check or money order made payable to: Freedom Fest

See you soon!

Freedom Fest Committee

**Freedom Fest 2012
OFFICIAL ENTRY FORM
ELECTRICAL REQUIREMENTS
(Please print)**

Name of Organization _____

Contact Person _____

Phone Number (Day) _____ (Night) _____

Address _____

E-Mail Address (required): _____

Number of booth's needed: ___1 OR ___2

Size of Booth(s) Needed: ___ Full Size (15' x 20') ___ Half Size (10' x 15')

*These measurements are non-negotiable.

Need Electricity: ___ Yes ___ No

Wattage ___110 ___220

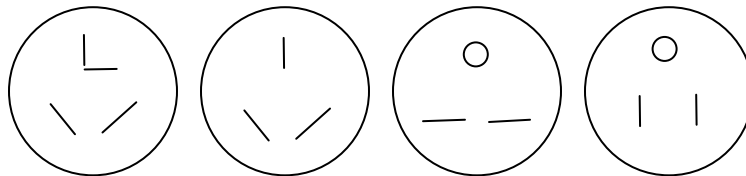
The electrical connection only covers one line coming out of the main box. **YOU WILL NEED TO SUPPLY YOUR OWN EXTENSION CORD(S) TO PULL POWER DIRECTLY TO YOUR BOOTH.**

If you are using a power strip, you may be asked to limit the amount of items you will run off one circuit. Other lines may be added to your booth at an additional charge.

Electrical Requirements:

			No. of Hook-ups	Total \$
110 Volt	20 AMP	(no charge)	_____	
220 Volt	20 AMP	\$20 per line	_____	\$_____

Please circle the 220 outlet you need:



***Note: 50 AMP connections will NOT be provided. If your booth requires a 50 AMP you will be responsible for bringing your own generator. No exceptions.**

Detailed description of sale items at booth: (If selling food, please be specific on the type of food, how it will be cooked, served and prepared)

We understand and acknowledge Freedom Fest rules and regulations and agree to participate under these regulations:

1. All booths are subject to Freedom Fest Committee approval.
2. All participants must furnish all materials and supplies for their booth.
3. No tie-downs are allowed on street surface.
4. Booth construction must be sturdy and self-contained for public safety.
5. Booths will be inspected prior to opening.
6. Booths may begin set up no earlier than Noon on June 29, 2012.
7. Booths must be removed and cleaned up between 2:00pm and 5:00pm on June 30, 2012.
8. Application does not guarantee acceptance.
9. Freedom Fest board will determine booth placement.
10. Freedom Fest, the City of Murray, the Murray Lions Club, Murray CVB and Murray Main Street will not be responsible for any accidents or mishaps of any nature.
11. Both "non-profit" organizations and "for-profit" businesses may participate. **Only ten non-profit spots are available at no cost and are first come, first serve.**
12. All food booths must comply with state regulations (see attached letter).
13. All vendors MUST submit a copy of a certificate of general liability insurance to be allowed to set-up.

***PLEASE NOTE:** *Any vendors showing disrespect towards customers, other vendors, or Freedom Fest personnel will be asked to leave immediately without refund or opportunity to return in future years.*

Signature: _____ Date: _____

*FOR-PROFIT vendors: **Please include vendor fee of \$100 per booth space with your application.**

** Mail to: Freedom Fest
P.O. Box 321
Murray, KY 42071

All electrical requirements must accompany your official Freedom Fest *Street Fair* Vendor Information Form. The vendor form and electrical requirements **must** be received by mail or postmarked no later than **June 1, 2012.** **A \$20.00 connection fee will also be charged for all 220-volt hookups** (110-volt hookup is available at no charge). Payment should accompany the vendor form and electrical requirements.

FREEDOM★FEST

RULES AND REGULATIONS

2012 DOWNTOWN STREET FAIR MURRAY, KENTUCKY

The City of Murray's Downtown area is a public thoroughfare enjoyed and traveled year round by thousands of visitors. In order to protect this area and the surrounding businesses the Freedom Fest Board of Directors must establish the following rules and regulations:

If at any time these rules are not adhered to, the Freedom Fest directors reserve the right to expel them from the grounds and disqualify them for future years.

1. DOWNTOWN PROTECTIVE REGULATIONS:

(a) No holes should be made in any fashion into the pavement or surrounding areas. Tents should be anchored by using sand bags or weights. Stakes may not be used and nothing is allowed to be attached to the ground or utility poles.

(b) No digging is permitted *anywhere*.

(c) Prohibited in festival area: golf carts, three or four wheelers, motorcycles, bicycles, skateboards, scooters and rollerblades. Motorized vehicles are allowed only while loading and unloading equipment during scheduled load-in and load-out hours.

(d) *Encroachment onto another vendor's area will not be tolerated.* There are no easements between areas. Your entire setup must fit within the area size you purchased on the vendor entry form. Measure your set-up, including overhangs, trailer hitches and the space needed for storage bins, tables, etc. No vendor may sell or barter any part of their area.

(e) The space in front of your area and the sidewalk is provided to allow the crowds to clear the way for emergency vehicles, and must remain clear of all obstructions. You may NOT incorporate this space into your area.

(f) Vendors will be held financially responsible for any damages caused to the streets and sidewalks of the City of Murray or any structure, landscape, building, etc. within the festival area.

2. VENDOR CONDUCT AND PUBLIC SAFETY:

(a) Vendors / Owners will be held responsible for the conduct of their staff and guests that accompany them. We want each vendor to have a good time, and want a good atmosphere for all who attend. All vendors and their guests are expected to cooperate with all event staff, volunteers and other vendors.

(b) Under no circumstances are alcoholic beverages to be consumed, served, or sold to the public. Any vendor serving alcoholic beverages will face penalties by the City of Murray and the Freedom Fest Board of Directors.

(c) If serving food, vendors will be required to have a bucket of water with bleach or other effective sterilizing agent located in their cooking area.

(d) No live music will be allowed in the individual booth areas at any time during the Festival.

(e) There shall be **NO** amplified music or loud noise after **11:00pm Friday, June 30, 2012.**

(f) Any vendor playing excessively loud music or other sounds will be requested to turn down the volume. The second legitimate complaint about excessively loud music will be considered as a violation of this section of the rules. Playing music with obscene lyrics is not allowed at any time. Please be considerate of your neighbors.

3. FREEDOM FEST REGULATIONS:

(a) The Freedom Fest Board of Directors and Murray Convention & Visitors Bureau reserve the right to make any additional regulations as the situation warrants. ALL decisions of the Freedom Fest Board of Directors and Murray Convention & Visitors Bureau are final.

(b) In the event of bad weather conditions, the festival will still proceed and no refunds will be given. Be prepared if standing water in your area from rainstorms will cause a problem, please plan accordingly.

(c) Overnight security has been coordinated through the Freedom Fest Board and in conjunction with the Murray Police Department. However, the Murray Police Department, Murray Convention & Visitors Bureau, City of Murray, or the Freedom Fest Board of Directors **WILL NOT** be held responsible for any theft, act of violence, or vandalism that may take place.

4. CONTESTANT RESPONSIBILITIES:

(a) Each vendor must furnish ALL materials and supplies for their booth. **Tables, tents, extension cords, etc. WILL NOT be supplied.**

(b) Freedom Fest staff will not aid in physically moving equipment or supplies. **Please remember to bring your handcarts and ladders.**

(c) The only thing provided to the vendor is a chalked-off booth area. All vendors **MUST** adhere to all electrical, fire, and other codes set forth by the City of Murray and State of Kentucky.

(d) Vendors are responsible for keeping their area clean at all times. Dumpsters will be at selected locations throughout the festival area. Please place your trash in these approved containers. Please remember that trash receptacles will not be provided *you must bring your own*.

(e) Vendors are responsible for strict adherence to all rules and regulations of the Murray Police Department, Murray Fire Department, Murray/Calloway County/State of Kentucky Health Department and any other governing authorities. Feel free to contact any of these agencies with any questions you may have:

City of Murray 270.762.0350 (City Hall)

Murray Fire Department 270.762.0321

Murray Police Department 270.762.0311 (Jeff Lyles, Chief of Police)

Calloway County Health Department 270.753.3381

5. CONTESTANT PARKING AND MOTOR HOME PARKING:

Freedom Fest does not provide parking for vendors' vehicles or motor homes. No motorized vehicles may be parked in your booth area during the Downtown Street Fair unless the vehicle is an integral part of your set up. Motor home parking is available at Holly RV Park, located 3 to 4 miles from the festival area.

Holly RV Park 102 Parks St. Murray, KY 42071 Phone (270) 753-5652

Lodging is available in area hotels please call the Murray Convention & Visitors Bureau for more information at 270.759.2199.

6. UTILITY AVAILABILITY:

(a) **Water:** Water will be available in selected locations. Please bring containers to transport water. Connection of a hose to any water facet shall not exceed 5 minutes. There will be no direct water connections to individual booths.

(b) **Electricity:** In order to have electricity supplied to your booth, an **ELECTRICAL REQUEST FORM** must be filled out and returned with the official vendor application and packet. A 20 amp, 110-volt electrical hookup

is available to each vendor at no additional charge. A 20 amp, 220-volt electrical hookup is available to each vendor at an additional cost of \$20.00 per connection (limited availability).

(c) Power strips and heavy-duty extension cords are encouraged but you may be asked to limit the amount of items you have plugged into one circuit. You MUST NOT overload a circuit.

(d) Generators brought due to 50 AMP requirements MUST be silent-running generators.

(e) Absolutely NO extension cords or electrical supplies will be provided. Vendors MUST bring their own supplies for electrical needs.

7. LOAD OUT:

ALL Vendors must load out Saturday evening (by 5pm) once the Street Fair is complete. **Streets / parking lots MUST be cleared by 5:00 pm, June 30, 2012.** Any equipment left after that time will become the property of the Murray Convention & Visitors Bureau.

8. PAYMENT:

CHECKS should be made payable to **Freedom Fest**. No refunds will be made **once your application is accepted** whether you appear or not. If your application is not accepted, a full refund will be made to you.

9. ENTRY DEADLINE:

The deadline to enter is June 1, 2012. Due to limited space, all vendors submitting are not guaranteed entrance to the Street Fair. Enter SOON!

Applications will be accepted until June 1, 2012:
Murray Convention & Visitors Bureau
P.O. Box 321
Murray KY, 42071

APPLICATIONS MUST BE HAND DELIVERED, RECEIVED BY FAX OR THROUGH THE MAIL TO THE MURRAY CONVENTION & VISITORS BUREAU. GET YOUR APPLICATIONS IN AS EARLY AS POSSIBLE. DO NOT MAIL OR FAX THIS APPLICATION TO ANY OTHER OFFICE.

Within one week of receipt of valid application, verbal or written acceptance / non-acceptance will be given to the vendor. Booth placement will be determined by the Freedom Fest board. Each vendor must sign and return the Statement of Understanding regarding rules, liabilities, regulations, and vendor responsibilities with their vendor entry form.

10. FESTIVAL DISCLAIMER

Freedom Fest reserves the right to reject any application. If your application is not accepted, your money will be refunded. *However, no refunds of the application fee will be made once you have been accepted into the Street Fair.* Any photos taken of your booth and responses to publicity questionnaires become the property of Freedom Fest, and may be used for promotional purposes.

Vendor agrees to indemnify and hold Freedom Fest, Murray CVB, City of Murray, its employees, agents and volunteers not responsible, including, without limitation, all costs, liabilities, judgments, expenses, damages, or reasonable attorney's fees arising out of or in connection with (1) any structure erected by Vendor, (2) any apparatus, equipment, or personal property used by Vendor, (3) any act of omission on the part of the Vendor, its agents, invitees, participants, representatives, employees, servants and agents, and (4) any claims made on account or resulting from Vendor's participation in the contest.

THE FREEDOM FEST BOARD OF DIRECTORS RESERVES THE RIGHT TO MAKE ADDITIONAL REGULATIONS AS THE SITUATION WARRANTS. ALL DECISIONS OF THE FREEDOM FEST BOARD OF DIRECTORS ARE FINAL. VIOLATIONS OF THE RULES AND REGULATIONS OF THE STREET FAIR MAY RESULT IN EXPULSION FROM THE GROUNDS AND/OR DISQUALIFICATION FROM FUTURE PARTICIPATION.

If you would like more information, please contact the Murray Convention & Visitors Bureau

270.759.2199 (office), 270.761.6793 (fax)