



## Kelly “Little Green Men” Days Festival and the Solar Eclipse

2017 Vendor Application Information

Kelley Station Park, GPS 7500 Old Madisonville Road, Kelly, KY 42240  
18-21 August 2017

Note: Please be sure to read the Vendor Application Information and Application Instructions before returning the completed application. Payment and registration must be received before booth space will be assigned/reserved. Booth spaces are approximately 10' x 10' and electricity provided at majority of spaces. All vendor supplies and booth tie downs must be confined to the designated booth space.

**NON-PROFIT:** One FREE 10' x 10' (Limit 10)

(Non-Profit Group. Informational booth, no sales. Entity organized and operating under a recognized non-profit classification)

**CRAFT & OTHER VENDORS:** Costs are increased for 2017 due to 4 day event

Single space 10' x 10' \$70.00 – Double space 10' x 20' \$130.00

(Personal or yard sale items, Arts and Crafts, Farmers Market, etc. no commercial food products that fall under Food Vendor category)

**FOOD VENDORS:** Space is 10' x 20' \$150.00 (Limit 6 – different food types) See note on food permits. Food Vendors cannot serve alcohol. **Vendors can sell bottled water and soft drinks (sodas) that were previously restricted.**

### VENDOR PAYMENT INSTRUCTIONS

All Vendors are required to submit an official Vendor Application and make payment before space will be assigned/reserved. Vendor Registration Fee(s) are NON-REFUNDABLE for any circumstance.

**MAKE CHECKS PAYABLE TO: KELLY COMMUNITY ORGANIZATION**

**MAIL CHECKS TO: KELLY COMMUNITY ORGANIZATION, P.O. BOX 328, CROFTON, KY 42217**

# Kelly Little Green Men Days Festival

## 2017 Vendor Application Instructions

1. ALL PAYMENTS MUST BE RECEIVED NOT LATER THAN **4 AUGUST 2017** IN ORDER TO ASSIGN/RESERVE A VENDOR BOOTH SPACE. LATE RESERVATIONS OR PAYMENTS WILL BE REVIEWED ON A CASE BY CASE BASIS DEPENDING ON SPACE AVAILABILITY.
2. All vendors must check in at the Kelly Community Organization (KCO) tent upon arrival to receive their designated space assignment.
3. **VENDOR SET UP HOURS:** Vendors may set up on Friday August 18 between hours of 10:00 AM to 4:00 PM. All vehicles must be off the main festival grounds no later than 4:00 PM on Friday. Saturday and Sunday 19, 20 August between hours of 9:00 AM to 11:00 AM. All vehicles must be off the main festival grounds no later than 11:00 AM on Saturday and Sunday. Monday August 21, between hours of 7:00 to 9:00 AM. All vehicles must be off the main festival grounds no later than 9:00 AM on Monday.
4. **VENDOR OPERATIONAL HOURS:** Friday night hours of operation 5:00 PM to 9:00 PM. Saturday and Sunday hours of operation 12:00 noon to 9:00 PM. Monday hours of operation 10:00 AM to 3:00 PM. (Request no early closures or breaking down before festival closing hours due to safety of our patrons). There will be adequate lighting for vendors to tear down their booths.
5. Vendors are responsible for their booth areas. Vendors must provide their own signs, tents with tent pegs and tie downs, tables, chairs, and electrical cords, etc.
6. Electricity (receptacle outlets) will be provided as much as possible. Vendors must bring their own electrical cords (recommend up to 100 ft) to hook up to outlets. No guarantee electrical outlets will be available to power each booth.
7. **Vendors are responsible for cleaning their booth area, maintaining it in such a manner that it remains free of trash during and after the festival. All booth items and trash must be removed from the festival grounds not later than 5:00 PM on Monday.**
8. **FOOD SALES:** Food sales are allowed and must meet any and all rules and regulations set forth by the Christian County Health Department ([\(270\) 887-4160](tel:2708874160)) and the Commonwealth of Kentucky. It is the vendor's responsibility to obtain any necessary permits for food sales from the appropriate governing body and must display permit during the festival. All cooking oils, grease, etc. must be captured and contained so as to not drip, spill or otherwise distribute on pavement or grounds of the festival area. All cooking oils/grease and trash MUST BE DISPOSED OF OFF THE FESTIVAL GROUNDS.
9. The Kelly Community Organization (KCO) committee reserves all rights to have anyone removed from the premises due to behavior deemed inappropriate or in violation of the rules set forth.
10. No Kelly "Little Green Men" logo or name on any items other than Kelly Community Organization sponsored items are allowed.
11. No games of chance, no games related to winning live animals, no alcoholic beverages, or drug related articles allowed.

**Kelly Little Green Men Days Festival**  
**2017 Vendor Application Instructions**  
**(Continued)**

12. The festival may be cancelled at any time due to weather related concerns.
13. Neither the Kelly Community Organization (KCO) Committee, any private land owner nor Christian County is responsible for accidents.
14. Kelly Community Organization (KCO) is not responsible for any vendor applications that may be lost during submission to participate.
15. All decisions by the Kelly Community Organization Committee are final.
16. Lodging options can be found at [www.visithopkinsville.com](http://www.visithopkinsville.com)
17. Questions or comments should be directed to the following:

Kelly Community Organization  
**c/o Kelly “Little Green Men” Days Festival**  
PO Box 328  
Crofton, KY 42217

Frank Brown  
KCO President  
Cell: (270) 498-8533  
Email: [Kellycommunity@hotmail.com](mailto:Kellycommunity@hotmail.com)

JoAnn Smithey  
KCO Vice President, Festival Chair Person  
Cell: (270) 881-8843  
Email: [Kellycommunity@hotmail.com](mailto:Kellycommunity@hotmail.com)

Teresa Knight  
Festival Vendor Coordinator  
Cell: (253) 677-0248  
Email: [teresa.knight7450@gmail.com](mailto:teresa.knight7450@gmail.com)

# Kelly "Little Green Men" Days Festival

2017 Vendor Application

18-21 August 2017

PLEASE PRINT INFORMATION CLEARLY BELOW:

Name of Individual / Non-Profit Entity: \_\_\_\_\_

Type of Organization (circle one) Individual Non-Profit

Contact Person: \_\_\_\_\_

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

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

Please list specific items that will be sold: \_\_\_\_\_

Food Vendors: Please place a check here that you understand only food and non-alcoholic beverages can be sold

Circle the type booth required:

Non-Profit One Free 10' x 10'

Individual One 10' x 10' space \$70.00

Double 10' x 20' space \$130.00

Food Vendor One 10' x 20' space \$150.00 *(Please identify if using a trailer, what direction the hitch of trailer is to where customers are served, in order to assist in location at festival grounds.)*

Electricity (receptacle outlets) will be provided as much as possible. Vendors must bring their own electrical cords (recommend up to 100 ft) to hook up to outlets. No guarantee electrical outlets will be available to power each booth.

**MAKE CHECKS PAYABLE TO: KELLY COMMUNITY ORGANIZATION**

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## EXHIBITOR NOTICE AND WAIVER

In exchange for requesting participation as an exhibitor in the Kelly "Little Green Men" Days Festival, sponsored by Kelly Community Organization and Hopkinsville-Christian County Convention and Visitors Bureau, I on behalf of myself, my family, my employees and my agency, do hereby **WAIVE, RELEASE, AND FOREGO ANY AND ALL CLAIMS** against the Kelly Community Organization and Hopkinsville-Christian County Convention and Visitors Bureau, or any representative acting on behalf of the aforementioned agencies for injury or damage, however caused, to my person or property or to any of my family members, employees, or agents arising from participation in the above mentioned festival.

Printed Name of Authorized Vendor Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Vendor Representative \_\_\_\_\_

Date application received by KCO \_\_\_\_\_ Payment amount received \_\_\_\_\_