



## 39<sup>th</sup> Annual Festival of the Horse

Georgetown, Kentucky

September 6-8, 2019

[www.festivalofthehorse.org](http://www.festivalofthehorse.org)

P.O. Box 676, Georgetown, KY 40324

### **2019 Festival of the Horse Vendor Policies and Procedures**

1. The Festival of the Horse is organized, produced and promoted by the Festival of the Horse Committee, a Subcommittee of the Georgetown/Scott County Tourism Commission, which together will hereinafter be referred to as the Organizers.
2. New and returning vendors must submit their applications and payment no later than May 15, 2019. At that time, returning vendors who wish to retain their space(s) from the previous year or change locations will be assigned their first choice of spaces (on a first come, first serve basis), provided the requested space is available and suitable. New vendors will be assigned spaces in the order in which their applications were received and approved. The Organizers will do their best to place vendors in their first choice of location, but no guarantees are made. No vendor may assign, sublet, or apportion any part of a space without prior approval from the Organizers.
3. Booth spaces consist of space only. Tents, tables, chairs, electrical cords, water hoses, etc. are the responsibility of the vendor. Booth size is **10' wide by 10' deep**. This is the TOTAL footage and EVERYTHING must be contained in the assigned space, INCLUDING SIGNS, as well as the tongue and awnings of trailers.
4. All vendors are responsible for maintaining comprehensive general liability insurance, pertinent licenses or permits, and applicable taxes. **Craft vendors who do not acquire their own general liability insurance may be applicable for coverage after completing the attached Assumption of Risk, Release of Liability and Indemnification Form.** For those who do have their own coverage, a current Certificate of Insurance must be submitted with vendor application and must include:
  - A minimum of \$1,000,000.00 in coverage, for each occurrence and aggregate.
  - The Georgetown/Scott County Tourism Commission, Festival of the Horse Committee, Georgetown Main Street, and City of Georgetown designated as additional insured.
  - Coverage for the dates of the Festival of the Horse, Sept. 6-8, 2019
5. All vendors must also submit a completed Assumption of Risk, Release of Liability and Indemnity form (included herein) releasing the Georgetown/Scott County Tourism Commission, Festival of the Horse Committee, City of Georgetown, Kentucky, volunteers and sponsors from any liabilities.
6. Trailers and food trucks need to be **IN PLACE BY NOON** on Friday, September 6. Other vendors may begin setting up at 1:00 p.m., NO EARLIER without permission! All vehicles must

be moved immediately after unloading and before 3:00 p.m. Vendors must be in their space(s) by 4:00 p.m. or risk forfeiture of their space. The Organizers will not hold, guard, or guarantee space after 4:00 p.m. on Friday. No drilling or defacing the streets or sidewalks by anchors will be permitted.

7. The Festival officially opens at 4:00 p.m. on Friday, September 6, 2019. **Festival hours are 4:00 p.m. to 10:00 pm on Friday, 11:00 am to 10:00 pm on Saturday and 11:00 am to 5:00 pm on Sunday.** Vendors must be present, RAIN OR SHINE, in their booths and must remain open until 8:00 p.m., Friday and Saturday and 5:00 p.m., Sunday. **NO EXCEPTIONS!** Vendors are encouraged to stay open later than 8:00 p.m. on Friday and Saturday. Vendors leaving earlier than allotted time will not be eligible to participate in future festivals. Booths and merchandise must be removed as quickly as possible on Sunday beginning at 5:00 pm. Main Street reopens to traffic at 8:00 pm on Sunday, September 8, 2019. Vendors are responsible for cleaning up their area after teardown.
8. For public health, safety and welfare, motorized vehicles are not allowed into the festival area during working festival hours. **NO EXCEPTIONS!** Vendors will be allowed to enter the festival area with motorized vehicles no earlier than 10:30 p.m. after, and no later than 10:00 a.m. before festival hours to restock booths. Auto and supply vehicles must be parked in a designated separate area.
9. Political campaigning, profanity and inappropriate merchandise are not allowed from any vendor booth or those working the booth.
10. If accepted as a vendor by the Organizers, checks will be deposited on July 1, 2019. If denied, checks will be mailed back to the applicant after July 1, 2019.
11. Minimum security will be provided. Neither the Organizers, nor the City of Georgetown, Kentucky is responsible for any loss or damage incurred to the exhibitor's property. Organizers highly recommend that vendors pack and/or secure any products overnight.
12. Should an act of God/terrorism/Mother Nature/or Community disaster occur, the Organizers in consultation with City of Georgetown officials including, but not limited to, the Police Department, Fire Department, Public Works, and Emergency Management will make all decisions regarding the Festival based on safety first. The Georgetown/Scott County Tourism Commission, Festival of the Horse Committee and the City of Georgetown, Kentucky, cannot accept the risk of disaster for everyone. Each participant and vendor must accept the risk of loss of his or her entry fee in the event that the Organizers for any reason cancel the Festival. There will be NO REFUNDS in the event that the Festival is cancelled due to incidents beyond the control of the Organizers such as outlined above. The money paid to rent booth space is spent producing and promoting the event. The Organizers have ordered and are liable to pay for supplies, rentals and services needed to produce this event, regardless of the outcome. Production and promotional costs include, but are not limited to marketing, entertainment, stage, lighting, insurance, public sanitation, and permits.
13. There will be no refunds for vendor cancellations after August 1, 2019.