



KENTUCKY MOUNTAIN LAUREL FESTIVAL

P.O. Box 151  208 Virginia Avenue (Asher Building)  Pineville, KY 40977

Phone: (606) 337-6103  <http://www.kmlf.org>  jason.smith@pineville.kyschools.us

CONCESSIONS VENDOR REGISTRATION

Complete this form and return with the required fee. **DO NOT SEND FORM WITHOUT PAYMENT OR YOUR APPLICATION WILL NOT BE ACCEPTED.** Fees must be paid by check or money order, made payable to KMLF. This fee covers the duration of your stay as a concessions/vendor. Please contact the KMLF office for further information. **NO REFUNDS AFTER ACCEPTANCE. MAIL FORM BY MAY 1, 2017.**

NAME OF BOOTH/ORGANIZATION:

OWNERS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL #: _____

E-MAIL ADDRESS: _____

All spaces assigned on the pavement on Pine Street. Please come prepared with proper equipment to situate booth. Check-in time is after 5:00 p.m. on Wednesday of the festival or between 8:00-10:00 AM on Thursday. All food vendors must check-in at the Gazebo on the courthouse lawn. Limited electrical hook-ups available; electric fee must be paid with registration. Fees are as follows:

\$200.00 per 10' x 10' space
\$120.00 per 10' x 10' space for non-profit organizations
Electrical fees are \$20.00 for 110 Volt; \$40.00 for 220 Volt

_____ spaces x \$ _____ fee per space + \$ _____ electric = _____ TOTAL

(Exact Amps Required) _____ TENT _____ TRAILER _____

Any application without a COMPLETE description of booth contents will be returned. Please list below a complete list of items to be sold:



VENDOR'S SIGNATURE:

DATE:

FOR OFFICE USE ONLY:

Amt. Rec: _____ # of Spaces _____ Profit _____ Non-Profit _____ Electric _____ Date Received ____/____/____

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Dear Concessions Vendor:

The 87th Annual Kentucky Mountain Laurel Festival will be held May 25th through May 28th, 2017 in Pineville, Kentucky. We are excited about your consideration to participate in this joyful event.

Please remember that all vendors, profit or non-profit, must have a Kentucky Sales Tax Permit to be produced upon arrival. A food permit must be acquired from the Bell County Health Department and in order to do so, you must meet health department requirements. A temporary permit and information can be obtained by contacting the health department at (606)337-7046.

Food vendor booths are set in spaces assigned and reserved by the KMLF on Pine Street. No stock trailers, campers, or vehicles are allowed on the courthouse lawn. Please note that there is little shade and no weather protection. Festival colors are pink and green and we encourage you to emphasize these colors. All spaces are 10' x 10' (a "funeral" tent would require two spaces).

When you arrive, please check in at the information booth/gazebo on the Court House Square. Check-in and setup times are after 5:00pm Wednesday evening or between 8:00-10:00am Thursday morning. All booths are expected to remain operational **from 10:00am to 10:00pm Thursday and Friday and 8:30am to 6:00pm Saturday**.

If you will be lodging outside of Pineville, then you will need to return to your booth **by 8:30am on Saturday because the town entrances will be blocked off for the 5K Fun Run and the Gala Parade**. We ask that booths remain up and operational through 6:00pm Saturday evening. There will be a street dance on Saturday night from 9:00pm until midnight, so you may choose to stay later.

As a disclaimer, please note that the KMLF or any of its staff will not be responsible for damaged, lost, or stolen articles or any injuries that may occur.

Please complete the attached form and return no later than May 1, 2017. Should your application not be accepted, you will be notified via your preferred method of contact as soon as possible.

Throughout your participation with the festival, appropriate KMLF staff will be available to assist you with any related needs. If you have any questions or concerns, please do not hesitate to contact the KMLF office. We look forward to hosting you at the 2017 Kentucky Mountain Laurel Festival.

Sincerely,

Jason and Amber Smith
KMLF Craft/Concessions Committee

FOR OFFICE USE ONLY:

Amt. Rec:	# of Spaces	Profit	Non-Profit	Electric	Date Received	/	/	/
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