



Scott County Kiwanis  
P.O. Box 702  
Georgetown, Ky. 40324  
502-316-1563

May 14, 2018

Dear Vendor,

We appreciate your interest in participating in the 4<sup>th</sup> of July Celebration in Historic Downtown Georgetown, Kentucky. For the fourth year, the Scott County Kiwanis is organizing the Celebration.

Booth spaces will be offered at the Park for the fireworks. Once your application has been approved, you will receive a letter with space(s) assignment, map, and receipt. Those not accepted will be notified in writing and will receive a complete refund. Please be aware that space assignments are subject to change at the sole discretion of the Parade Committee.

A Vendor Application and a Policies and Procedures document are available on our website please read both carefully. You can send your application and payment of your booth to reserve your space(s) to: Scott County Kiwanis, P.O. Box 702, Georgetown, KY 40324 or do it online at [scott-county.kiwanisone.org](http://scott-county.kiwanisone.org). All applications will be reviewed carefully to ensure there is not excessive duplication in vendor products offered.

We hope you can be part of the 4<sup>th</sup> of July Celebration. If you have any questions, please call Anette Eades at 502-316-1563. Questions can also be emailed to [scottcountyjuly4@gmail.com](mailto:scottcountyjuly4@gmail.com). All information including applications, vendor criteria, policies and procedures, etc. can be viewed at [www.scott-county.kiwanisone.org](http://www.scott-county.kiwanisone.org).

Sincerely,

Tom Combs, Manuel Eades, Debbie Green, Jan Ziegler, Marc Baker, Bill Shawver and Anette Eades

4<sup>th</sup> of July Celebration Committee

### 2018 4<sup>th</sup> of July Celebration Vendor Policies and Procedures:

1. The 4<sup>th</sup> of July Celebration is organized, produced and promoted by the 4<sup>th</sup> of July Celebration Committee, a subcommittee of the Scott County Kiwanis, which together will hereinafter be referred to as the Organizers.
2. 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 12' wide by 12' 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.

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.
- Scott County Kiwanis and City of Georgetown designated as additional insured.
- Coverage for the date of the 4<sup>th</sup> of July Celebrations

All vendors must also submit a completed Assumption of Risk, Release of Liability and Indemnity form (included herein) releasing the Scott County Kiwanis, Georgetown Main Street, City of Georgetown, Kentucky, volunteers and sponsors from any liabilities must be submitted with application.

The failure to submit the Certificate of Insurance or the Assumption of Risk, Release of Liability and Indemnity form is grounds to deny a vendor's application.

Trailers need to be IN PLACE by 4:00 PM on Wednesday July 4<sup>th</sup>, 2018.

5. 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.
6. 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 Fireworks based on safety first. Scott County Kiwanis and the City of Georgetown, Kentucky, cannot accept the risk of disaster for everyone. Each participant and vendor needs to accept the risk of loss of his or her entry fee in the event that the Organizers for any reason cancel the Fireworks. There will be NO REFUNDS in the event that the Firework 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, insurance, public sanitation, and permits.
7. There will be no refunds for vendor cancellations after June 30, 2018.

## 2018 Vendor Categories:

Note to ALL VENDORS: No food or beverage items to be consumed at the Festival may be sold from any booth, other than a food booth. No food or beverages, or merchandise being sold by other vendors, may be distributed free.

### **FOOD VENDORS**

In order to avoid multiple food vendors from offering duplication of food items, the number and type of food vendors will be limited. Vendors are encouraged to consider food items that are unique.

All food vendors must submit a complete menu and price list with the application. ONLY the foods listed on the menu may be sold, and food prices must remain constant throughout the event.

Food vendors MUST NOT allow wastewater or any other waste to run through other vendor's booths at any time.

The Scott County Health Department will inspect food vendors on site and collect fees at that time. Contact them at 502-863-3978 or 859-508-8089 regarding obtaining your food permit.

## **2018 Vendor Booth Rental Rates:**

All Proceeds from the Booth rental will be going to the Scott County Kiwanis Administrative Account

### **1. Food booths at Fireworks:**

- |                          |          |
|--------------------------|----------|
| a. Scott County groups:  | \$ 50.00 |
| b. Out of county groups: | \$100.00 |

### **Additional Information regarding electrical and water service.**

1. Food vendors must be very specific concerning power and water requirements.
2. One electrical circuit of 110-20 amp service.
3. 220 services are available to food vendors on a limited basis.
4. 25' to 50' - 12 gauge extension cords are needed to connect to city receptacles. Multiple input cords are not allowed.
5. Gas generators are not allowed unless given special permission by the Organizers.
6. Water hookup for food vendors is available on a very limited basis.

**2018 Vendor Application- July 4, 2018**  
**www.scott-county.kiwanisone.org**  
**502-316-1563**

Owners Name: _____	
Business Name: _____	
Address: _____	P.O. Box: _____
City: _____	State: _____ Zip: _____
Telephone: _____	E-Mail: _____
Emergency telephone number day or night during the Parade: _____	

I am applying for the following booth category. (Please check one from each section.)

Section 1:  Food

Section 2:  Scott County  Out of County

Total Length of trailer including tongue, awnings, and signs: \_\_\_\_\_

\*\* Vendors may request additional ½ booth spaces when needed. ½ booth = ½ booth fees.

List all electrical appliances that will be used in your space: \_\_\_\_\_

Number of 12' by 12' deep spaces required: _____ @ rate _____ = \$ _____	
Electrical Service Required:	110 service <input checked="" type="checkbox"/>
	220 service <input checked="" type="checkbox"/>
Water Service:	<input checked="" type="checkbox"/>
<b>Total Rental Fee (Kiwanis Admin Account)</b>	<b>= \$ _____</b>

**2018 Vendor Check List: Please use the following checklist for your records.**

- |   |  |
|---|--|
| _____ Yes, I have completed and submitted the application.  | _____ Yes, I have enclosed my payment.                             |
| _____ Yes, I have read, understand and agree with the rules and regulations.                                  | _____ Yes, I have attached the menu items. (Food Booths Only.)     |
| _____ Yes, I have completed and submitted the acceptance agreement.   | _____ Yes, I have attached a copy of the Certificate of Insurance. |
| _____ Yes, I have signed and submitted the Assumption of Risk, Release of Liability and Indemnification form. |  |

Please remit to: Scott County Kiwanis  
P.O. Box 702  
Georgetown, Ky. 40324

**Kiwanis 4<sup>th</sup> of July Celebrations Acceptance Agreement – 2018**

**ONCE ACCEPTED BY THE 4<sup>th</sup> OF JULY CELEBRATION, AND AS AN EXPRESS CONDITION OF PARTICIPATION IN THE PARADE, APPLICANT HEREBY AGREES:**

- A.** To store products and merchandise at my own risk without exceptions or limitations.
- B.** To supply tent(s), trailer, tables, chairs, and any other equipment necessary to participate as a Vendor at the parade.
- C.** To comply with all representations of this application, rules and regulations, policies and procedures, and all the conditions and deadlines set forth in the informational packet, which are hereby incorporated into this Agreement by reference. Applicant further acknowledges and agrees that if Applicant or its agents fail to comply with or satisfy any of the terms or conditions of this Agreement, including the incorporated materials, Organizers shall have the right to terminate Applicant's participation as a Vendor at the Parade and order its booth closed and shut down, in which case all entry fees would be forfeited.
- D.** To attach a Certificate of Insurance with a minimum of \$1,000,000.00 liability, and to complete, sign and submit the Assumption of Risk, Release of Liability and Indemnity form releasing the Scott County Kiwanis, Georgetown Main Street and the City of Georgetown, Kentucky from any and all liabilities. The Assumption of Risk, Release of Liability and Indemnification form is incorporated into this Agreement by reference.
- E.** To properly dispose of all trash and waste, and to remove all equipment in a timely manner at the conclusion of the Parade. Applicant agrees to pay for any expenses incurred as a result of not fully co-operating with the Organizers.
- F.** 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 Parade based on safety first. Scott County Kiwanis, Georgetown Main Street and the City of Georgetown, Kentucky cannot accept the risk of disaster for everyone. Each participant and vendor needs to accept the risk of loss of his or her entry fee in the event that the Organizers for any reason cancel the Parade. There will be NO REFUNDS in the event that the Parade is cancelled due to incidents beyond the control of the Organizers such as outlined above.
- G.** The undersigned has read, understands and will comply with all rules and regulations as outlined in the Agreement, including the materials incorporated herein by reference.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only:**

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Booth Assignment: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Acceptance Agreement: \_\_\_\_\_

Liability Insurance Included: \_\_\_\_\_ Photos Included: \_\_\_\_\_ Menu Included (Food): \_\_\_\_\_

Assumption of Risk, Release of Liability and Indemnification form: \_\_\_\_\_

Please remit to: Scott County Kiwanis  
P.O. Box 702  
Georgetown, Ky. 40324

**Assumption of Risk, Release of Liability and Indemnification Form**

In consideration of being permitted to take part in the 4<sup>th</sup> of July Celebration, Applicant does hereby voluntarily assume all risks associated with participation in the 4<sup>th</sup> of July Celebration and related activities, whether known, unknown, or reasonably foreseeable, including the risk of injury, illness, damage, loss, death, and economic harm. Applicant also does hereby release, covenant not to sue, and forever discharge Scott County Kiwanis, Parade Committee, Georgetown Main Street, the City of Georgetown, Kentucky and its officers and agents, and all sponsoring organizations and their directors, employees, sponsors, agents and volunteers (the "Released Parties"), from any and all claims, liabilities, losses, damages, expenses, accidents and occurrences (including attorney fees) arising out of, or in connection with the performance of the 4<sup>th</sup> of July Celebration Participation Agreement, activities associated with the Parade or arising out of Applicant(s) participation in the 4<sup>th</sup> of July Celebration. Applicant does further agree to indemnify, defend, and hold each of the Released Parties harmless from and against any and all such claims, liabilities, losses, damages, expenses, accidents and occurrences.

Signature (1): \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (2): \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (3): \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (4): \_\_\_\_\_

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_

Please remit to: Scott County Kiwanis  
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