



**Kelly “Little Green Men” Days Festival  
16-17 August 2019  
Kelley Station Park**

**2019 Vendor Application Information**

Physical Address: 7490 Old Madisonville Road,  
Hopkinsville, KY 42240

Mailing Address: Kelly Community Organization, Inc. P.O. Box 328  
Crofton, Kentucky 42217

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:**

Single space 10' x 10' \$30.00 – Double space 10' x 20' \$50.00

(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' \$75.00 (Limit 4 – different food types) See note on food permits. Food Vendors cannot serve alcohol.

**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

## 2019 Vendor Application Instructions

1. ALL PAYMENTS MUST BE RECEIVED NOT LATER THAN **10 AUGUST 2019** 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 16, 2019 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 August 17, 2019 between hours of 7:00 AM to 9:00 AM. All vehicles must be off the main festival grounds no later than 9:00 AM on Saturday.
4. VENDOR OPERATIONAL HOURS: Friday night hours of operation from 5:00 PM to 9:00 PM. Saturday hours of operation from 10:00 AM to 9:00 PM. (Request no early closures or breaking down before 9:00 PM on Saturday due to safety of 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 but are limited in availability; One 15 amp receptacle will be provided per booth based upon a first come first served bases. **Electricity requirement MUST indicated on the application.** Vendors must bring their own electrical cords (recommend up to 100 ft) to hook up to outlets.
7. Vendors are responsible for safety and 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 11:00 PM on Saturday.
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. Food vendors must be set up by 3:30pm Aug 16 for Health Dept. Inspection. Food vendors who fail inspection or are not set up in time will not be allowed to open for sales until permitted. 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.
12. The festival may be cancelled at any time due to weather related concerns.

**Kelly “Little Green Men” Days Festival**  
**2019 Vendor Application Instructions**  
**(Continued)**

13. The Kelly Community Organization, Inc (KCO), Kelly “Little Green Men” Days 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

Shannon Heiserman  
Kelly Little Green Men Days Festival Co-Chair Person  
Cell: (270)-484-2058  
Email: [Kellycommunity@KellyKY.com](mailto:Kellycommunity@KellyKY.com)

Frank Brown  
Kelly Community Organization, Inc. President  
Cell: (270) 498-8533  
Email: [Kellycommunity@KellyKY.com](mailto:Kellycommunity@KellyKY.com)

# Kelly "Little Green Men" Days Festival

2019 Vendor Application

16-17 August 2019

PLEASE PRINT INFORMATION CLEARLY BELOW

Name of Individual / Non-Profit Entity:

Type of Organization (circle one) Individual Non-Profit

Contact Person:

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

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

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

Food Vendors: Please initial here that you understand only food items 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 \$30.00 Double 10' x 20' space \$50.00

Food Vendor One 10' x 20' space \$75.00 *(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.)*

**Booth with one (1) 15 ampere electrical outlet requested.** Additional electrical requirements MUST be coordinated prior to completing vendor application with special instructions noted on the signed application by festival coordinators. Vendors must bring their own electrical cords (recommend up to 100 ft) to hook up to outlets.

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

## 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 \_\_\_\_\_