



# MADISONVILLE ILLUMINATED



-HOT AIR BALLOON GLOW-  
@ MAHR PARK  
55 MAHR PARK DRIVE

## VENDOR APPLICATION

**Please note: Communication is primarily through E-Mail.  
You MUST provide a working e-mail address for communication.**

**EVENT DATE AND TIME: AUGUST 30, 2024 - 4:00PM-10:00PM**

**\*\*\*SET UP AND TEAR DOWN INSTRUCTIONS TO FOLLOW IN THE VENDOR GUIDELINES EMAIL\*\*\***

Name of Organization: \_\_\_\_\_

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

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

**Email Address:** \_\_\_\_\_

Type of Booth:  Food  Retail Sales  Information/Activity

Food Truck:  SIZE: \_\_\_\_\_ Trailer:  SIZE: \_\_\_\_\_ Tent:  SIZE: \_\_\_\_\_

**\*\*\*You MUST list length of food truck, trailer, or tent above to be accommodated properly\*\*\***

**Individual and/or businesses selling any type of product MUST attach a current copy of their City of Madisonville business license.**

**Any business selling food MUST be compliant with City of Madisonville Restaurant Tax at the time of submission.**

**Any business who does not submit a current City of Madisonville Business License with application or is not compliant with City of Madisonville Restaurant Tax at the time of submission will be denied until both items are current and presented.**

**List items to be sold:**

\_\_\_\_\_  
\_\_\_\_\_

### **Waiver and Notice**

In exchange for requesting participation as an exhibitor in the Hot Air Balloon Glow, I affirm and agree to hold harmless the City of Madisonville and any and all organizations that may be a sponsoring entity of the event, their respective directors, officers, agents, and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees and trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including, but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent, or consequential as a result of any act or omission of yours, or the officers, directors, employees, or agents of your business or organization participating at the Hot Air Balloon Glow.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

# Hot Air Balloon Glow Vendor Guidelines

## Please Initial

\_\_\_\_\_ Vendor application fees are non-refundable for any reason unless your application is denied. The Hot Air Balloon Glow is an outdoor event and may be cancelled due to weather or other incidents beyond the control of the City of Madisonville.

\_\_\_\_\_ Set up and tear down instructions will be provided in the coming weeks. **Vehicles are not allowed in the vendor area and must be parked in a different location.**

\_\_\_\_\_ Vendors will be given their location during check-in on the date of the event. Due to the varying nature of each event, vendor locations may be changed.

\_\_\_\_\_ Vendors must supply all equipment necessary for operation including trash receptacles, tables, chairs, tents, leveling items and quiet run generators (**under 75 decibels**). Ground stakes are not allowed and all tents must be secured with proper ground weights as needed. Any generator deemed too loud or unsafe will not be allowed to operate. **No power or water will be provided** for vendors at the venue, all power must be generator driven.

\_\_\_\_\_ All cooking oils, grease, etc. must be captured and contained so they do not drip, spill, or otherwise distribute on the pavement of the venue. All cooking grease/oils must be disposed of off-site and not poured down gutters or drains or placed in the trashcans.

\_\_\_\_\_ Any vendor distributing food items must follow all guidelines enacted by the Hopkins County Health Department.

\_\_\_\_\_ It is the Vendor's responsibility to obtain any and all necessary permits, license, etc. as required by local, state or federal law. This including a 2024 City of Madisonville business license if applicable. **Vendors MUST remain current or will not be allowed to set up.**

\_\_\_\_\_ My vendor contact information is okay to share with other business inquirers.

I attest that I have read and understand all the rules and regulations for participation as a vendor in the Hot Air Balloon Glow and that I am authorized to act on behalf of the following organization in submitting this application.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

# **Hot Air Balloon Glow Vendor Information**

- **Local vendors and past participants are given first priority; however, consideration will be made to ensure various foods are featured at each event.**
- **Applications are due by Friday, August 9, 2024 at 4:00pm. Vendors will receive notification of application status by Friday, August 16, 2024 if they are not notified at the time of submission.**
- **Applications can be submitted with your current copy of City of Madisonville business license to City Hall - 67 North Main Street Madisonville, KY attention to: Luci Bess.**

**For additional information or questions please contact:  
Luci Bess (270)824-2100 lbess@madisonvillegov.com**