

# Deck The Park

## Vendor Application

● Name of Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**\*Must provide a working e-mail and phone number\***

List items to be sold: \_\_\_\_\_  
\_\_\_\_\_

### Type of Booth:

Retail Sales \_\_\_\_\_  
Activity/Information \_\_\_\_\_  
Food \_\_\_\_\_ Food Truck \_\_\_\_\_ Food Trailer \_\_\_\_\_ Food Tent \_\_\_\_\_  
Length of food truck, trailer, or tent: \_\_\_\_\_

**Vendor space is free (12' X 15')**

**\*\*Vendors are encouraged to decorate booths and food trucks for the Holiday Season\*\***

**(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.)**



# Deck The Park

## Register for event date(s) (mark all that apply)

Friday, November 29  
4:00-9:00 PM

Friday, December 20  
4:00-9:00 PM

Saturday, November 30  
4:00-9:00 PM

Saturday, December 21  
4:00-9:00 PM

Sunday, December 1  
4:00-9:00 PM

Sunday, December 22  
4:00-9:00 PM

Friday, December 6  
4:00-9:00 PM

Friday, December 27  
4:00-9:00 PM

Saturday, December 7  
4:00-9:00 PM

Saturday, December 28  
4:00-9:00 PM

Sunday, December 8  
4:00-9:00 PM

Sunday, December 29  
4:00-9:00 PM

Friday, December 13  
4:00-9:00 PM

Saturday, December 14  
4:00-9:00 PM

Sunday, December 15  
4:00-9:00 PM



# Waiver and Notice

In exchange for requesting participation as a vendor at Deck The Park at the Madisonville City Park, 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 Deck The Park.

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

\_\_\_\_\_  
Date

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

Application Received and Approved: \_\_\_\_\_

# Vendor Guidelines

Please Initial

\_\_\_ Nightly set up and tear down instructions will be provided for this event via email. Please be watching your email. Vehicles are not allowed in the vendor area and must be parked in a public parking space.

\_\_\_ A map will be included in the event instructions to show you where to set up. Due to the varying nature of this event, vendor locations may be changed, and you will be notified promptly by email or phone.

\_\_\_ Food 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 water or power will be available.** Please plan accordingly.

\_\_\_ All cooking oils, grease, etc. must be captured and contained so they do not drip, spill, or otherwise distribute on the grounds 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 be current at the time of application and remain current throughout the duration of the event to participate.**

\_\_\_ I attest that I have read and understand all the rules and regulations for participation as a vendor at Deck The Park at the City Park 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



# Vendor Information

- Local vendors are given first priority; however, consideration will be made to ensure various foods are featured at each event.
- Applications are due by Friday, November 1, 2024, at 4:00pm. Vendors will receive notification of application status by Monday, November 8, 2024.
- Applications can be submitted with current copy of City of Madisonville business license to City Hall-67 North Main Street Madisonville, KY.

For additional information or questions please contact:

City Hall: (270) 824-2100  
[lbess@madisonvillegov.com](mailto:lbess@madisonvillegov.com)