



2017 Vendor Information



We invite you to join thousands of visitors for the 2nd Annual Summer Salute Festival in downtown Hopkinsville, Kentucky on August 18, 19, & 20, 2017.

Please see additional event details below.

Section I Event Logistics

- **Event Date and Time** – August 18, 2017 – August 20, 2017

Friday, August 18, 2017	10:00 a.m. - 10:00 p.m.
Saturday, August 19, 2017	10:00 a.m. - 10:00 p.m.
Sunday, August 20, 2017	10:00 a.m. - 10:00 p.m.

- **Location** – All festival activities will be located at:

Downtown Hopkinsville, Kentucky
 9th Street & Bethel Street
 Hopkinsville, KY 42240
 270-887-4290

<https://www.google.com/maps/place/Hopkinsville,+KY+42240/@36.8659615,-87.4920455,17z/data=!3m1!4m5!3m4!1s0x886534432a268575:0x65823f1f18f1951c8m2!3d36.8659615!4d-87.4898568>

- **Set-Up** – **Thursday, August, 17th, 2017 you may setup anytime between 5:00 p.m. and 8:00 p.m.** The festival begins at 10:00 a.m. on Friday, August 18 at which time all setup must be complete. Festival staff will be onsite to guide you to your assigned space. **No vendors will be allowed to set up prior to this time. Do not permanently mark your space, insert anything into the pavement or leave your space in any condition except as it was when assigned to you.**
- **Security** – Night-watchmen will be provided by the festival on Thursday, Friday and Saturday 10:00 pm-6:00 am. However, each vendor is responsible for the safety, sanitation, and security of their space, products, merchandise, and equipment throughout the festival.
- **Teardown** – **Teardown begins on Sunday at 10:00 p.m. and must be completed by 12:00 a.m. (midnight), with all vehicles and trailers out of the area.**

Section 2
Registration Fees (**Non-Refundable**)

- **Vendor Space** **\$100-per space / \$50-electricity**
The registration fee is \$100.00 per space and \$50.00 for electricity, if required. Registration fees are payable in advance and non-refundable. Fee includes items listed in Section 3.
 - Payments Accepted are: Cashier's Check, Money Order and/or Credit Card ONLY
 - Please make payable to:
City of Hopkinsville
Division of Parks and Recreation
2600 Thomas Street
Hopkinsville, Kentucky 42240
 - Please make note that all registration fees must be postmarked by July 1, 2017

Section 3
Items Provided by Summer Salute Festival

- 12' deep x 12' wide space
- Electricity (Access to electricity is limited and will be reserved on a first come basis. Please mark on registration form, if required)

Section 4
Additional Information

- **Vendors are expected to be present and staff their operations during festival hours.**
- Vendors are solely responsible for providing all tents, tables, chairs, utensils, paper products, equipment, electrical/extension cords, plugs, and any other products to be used during the festival. **Vendors are also responsible for proper removal and disposal of all festival materials.** Dumpsters will be provided nearby for refuse disposal.
- Hopkinsville Parks and Recreation will make every effort to provide a designated convenient parking. **Please check-in and park in designated areas.**
- All vendors are expected to comply with KY Revised Statutes regarding Charitable Gaming (238.500) and Counterfeiting Intellectual Property (365.241)

Section 5 Contact Information

Hopkinsville Parks and Recreation
 270-887-4290 (office)
drundall@hopkinsvilleky.us
<http://hoptownrec.com>
<http://hoptownsummersalute.com/>



Summer Salute Vendor Footprint





2017 Vendor Registration Form

OFFICE USE ONLY

PAYMENT _____

SPACE NO. _____



REGISTRATION INFORMATION

[Please print]

Business Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile Phone _____

E-mail Address: _____ @ _____

REGISTRATION FEE (NON-REFUNDABLE)

[Please put number of spaces]

#	Vendor	Fee	Total
	Vendor Fee (per space)	\$100.00	
	Electricity (one-time fee)	\$50.00	
	Number of 12'x12' spaces		
	TOTAL PAYMENT		\$ _____

METHOD OF PAYMENT

[Please select payment]

Cash

Check [payable to City of Hopkinsville] is enclosed

Check #: _____

Credit Card: Visa MasterCard

Card #: _____

Expiration Date: _____ CVC: _____

Cardholder Name: _____

Card Holder Signature: _____

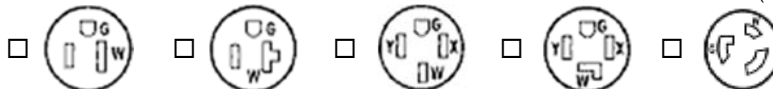
ADDITIONAL INFORMATION

➤ Electricity Required?

YES NO

Amp _____ Volt _____
(Fill in blank)

Outlet Type:
(Check one)



(Available outlets)

➤ Products for sale (please be specific):

➤ Specific description of your set-up (e.g. 20' trailer, 10'x10' tent) please give exact sizes of trailers, tents, etc.:

Please return completed, signed form and payment by July 1, 2017 to: Hopkinsville Parks and Recreation, 2600 Thomas Street, Hopkinsville, Kentucky 42240 or fax at 270-887-4293. Questions? Contact Parks and Recreation at 270-887-4290

WAIVER AND RELEASE

The undersigned agrees to defend and hold harmless the City of Hopkinsville, Division of Parks and Recreation, and all other festival sponsors and agents from all injury, loss, costs, claims, or damages to any person or property arising from, related to, or in any way connected with participation in the Summer Salute Festival. I grant permission for you to publish any and all photos taken during these activities. Event organizers are granted permission to have medical personnel treat me, if needed, during my participation in the event.

Printed Name: _____ Signature: _____ Date: _____

