Dear Concessions Vendor:

The Kentucky Mountain Laurel Festival will be held May 23-26, 2024 in Pineville, Kentucky. We are excited about your consideration to participate in this exciting event. Quality foods are welcome and expected. **All vendors will be required to follow CDC, state, and local Health Dept. guidelines.**

**Please remember that all food vendors must have a Kentucky Sales Tax Permit to be produced upon arrival.** If cooking on site, then a food permit must be acquired from the Bell County Health Department. The Bell County Health Department will be on site to do inspections and issue temporary permits beginning on Thursday morning.

Food vendor booths are set in spaces assigned and reserved by the KMLF on the streets around the court house square. No stock trailers, campers, or vehicles are allowed on the courthouse lawn. Please note that there is little shade and no weather protection. Festival colors are pink and green and we encourage you to emphasize these colors. All spaces are 10’ x 10’ (a “funeral” tent would require two spaces).

When you arrive, please go to the Pineville Community Hospital Parking lot located on Highway 25 E at the North entrance to Pineville. Check-in and setup will begin after5:00 PM Wednesday evening. Set up cannot begin until all the vehicles have been moved from the square at the end of the business day so depending on when the cars are moved will determine when we can begin set up. **There will be no early set up.** To avoid traffic congestion, vendors will be moved from the hospital parking area to the court house square in the order of their assigned booth spaces. If you are unable to set up on Wednesday evening, please contact me to schedule your set up between 8:00-10:00 AM Thursday morning. All booths are expected to remain operational **from 10:00am to 10:00pm Thursday and Friday** and by **8:30 AM to 6:00 PM Saturday**.

If you will be lodging outside of Pineville, then you will need to return to your booth **by 8:00 AM on Saturday because the town entrances will be blocked off for the 5K Fun Run and the Gala Parade.** We ask that booths remain up and operational through 6:00 PM Saturday evening. There will be a street dance on Saturday night from 9:00 PM until midnight, so you may choose to stay later.

*As a disclaimer, please note that the KMLF or any of its staff will not be responsible for damaged, lost, or stolen articles or any injuries that may occur.*

Please complete the attached form and return no later than May 1, 2024. Should your application not be accepted, you will be notified via your preferred method of contact as soon as possible.

Throughout your participation with the festival, appropriate KMLF staff will be available to assist you with any related needs. If you have any questions or concerns, please do not hesitate to contact the KMLF office. We look forward to hosting you at the 2024 Kentucky Mountain Laurel Festival.

Sincerely,

KMLF Concessions / Arts & Crafts

mntlaurelpville@att.net

**CONCESSIONS VENDOR REGISTRATION**

Complete this form and return with the required fee. DO NOT SEND FORM WITHOUT PAYMENT OR YOURAPPLICATION WILL NOT BE ACCEPTED. Fees must be paid by **check or money order** and made payable to: **KMLF**. The fee covers the duration of your stay as a concessions vendor. Please contact the KMLF office for further information. **NO REFUNDS AFTER ACCEPTANCE AS A KMLF VENDOR. MAIL FORM AND PAYMENT BY MAY 1, 2024.** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*NAME OF BOOTH/ORGANIZATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNERS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE:\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_\_\_

CELL #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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All spaces assigned on the pavement on Pine Street and/ or Virginia Avenue. Please come prepared with proper equipment to situate booth. Check-in time begins Wednesday at 5:00 PM **or** between 8:00-10:00 AM on Thursday of the festival dates. See attached letter for set up information. Limited electrical hook-ups available; electric fee must be paid with registration. Fees are as follows:

**$200.00 per initial 10’ x 10’ space, then $125.00 per additional 10’x10’ space**

**Electrical fees are $25.00 for 110 Volt; $45.00 for 220 Volt**

**1 space** = **$200.oo** **+** #\_\_\_\_\_\_\_ additional spaces x $125 = $\_\_\_\_\_\_\_\_\_\_

+

**+** (for electric) $\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_\_\_ TOTAL

**(List Exact Amps Required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for: TENT \_\_\_\_\_\_ TRAILER \_\_\_\_\_\_**

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Please list below a complete list of items to be sold or attach a flyer listing. Any application without a COMPLETE description of booth contents will be returned.

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

VENDOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_