

Highland Folk Festival Vendor Application

Thank you for your interest in participating in the **Highland Folk Festival!** This vendor application is for the festival to be held on **September 7-8th** at the Battlefield in Prestonsburg, KY. This application must be completed and mailed or dropped off to Prestonsburg Tourism: 50 Hal Rogers Dr., Prestonsburg, KY 41653. Participation is **free** to vendors. All vendors must represent **hand-crafted** items only. For additional details and vendor expectations, please read attached terms and conditions.

Name (Your Name and Shop Name): _____

Phone (please list at least two numbers): _____

E-mail Address: _____

Mailing Address: _____

Vendor Type (check one): Artist/Crafter/NON-cooking Food Truck/Cooking

Description of items to be sold: _____

Make and Model of Vehicle: _____ **State vehicle is registered in:** _____

Phone Number you can be reached at during festival: _____

If you will be bringing a trailer or tent, please circle which one: TRAILER or TENT

Will you need early load in accommodations? (Circle One): YES or NO

Do you need electricity for your vending space? (Circle One): YES or NO

Type Needed: 110 _____ How many hookups _____ Amps Required _____

220 _____ How many hookups _____ Amps Required _____

Highland Folk Festival Terms and Conditions

Below you will find the vendor terms and conditions of the Highland Folk Festival. By submitting an application, you agree to all terms and conditions outlined. If a vendor violates any of these policies, the festival board reserves the right to restrict them from participating in future events. For any questions, please contact us at info@prestonsburgky.org or 606-886-1341.

FEES & INVOICING

There are 2 tiers of vendor-all free to participate. Vendors must represent hand-crafted items.

- Artists / Hand-Crafted Items
- Food Trucks / COOKING

Vendors are allotted **10x10 booth spaces**.

CANCELLATION POLICY

Vendors will be expected to contact the coordinator directly and inform them of the cancellation regardless of the cancellation deadline. In the event your booth is not selected, you will be notified. Final vendor decisions are based on availability and pursuit to keep vendor competition low. All decisions are made by a full festival committee.

VENDOR RESPONSIBILITIES

- Vendors are responsible for bringing their own materials, including tables, tents, lights, and chairs, if needed
- All vendors are required to bring their own extension cords and surge protector
- Vendors are required to secure any and all permits required for their booth, if needed
- While electricity is not guaranteed, organizers must be notified on the application if electricity is requested

WHAT IS NOT ALLOWED

- Sale of illicit materials is not allowed
- Vendors are not permitted to bring their cars onto the street after load-in
- Vendors who leave trash behind at their site will be restricted from participating in future markets

GOOD VENDOR BEHAVIOR

The days of the Festival can get stressful and hectic, specifically during vendor setup. The Highland Folk Festival takes an immense amount of time and people-power to achieve and community volunteers have likely been setting up for many hours. We ask that vendors be respectful and abide by the following guidelines in order to make the experience positive for everyone:

- Be respectful of all volunteers and fellow vendors
- Be on time to your scheduled setup time and be cooperative and respectful when setting up your booth
- Please leave your area of the battlefield better than you found it, taking all materials with you

RAIN PLAN

In case of rain, festival coordinators will provide notice to vendors 24 hours before the event with a rain plan.

OTHER FINE PRINT

Vendor reservations are on a first come, first served basis. We aim for our event to represent diversity within Appalachia. The festival values all of its vendors, guests, and volunteers. Additionally, Highland Folk Festival nor Prestonsburg, KY are held reliable for any lost, stolen, or damaged goods. If in the event conflict arises, please alert an event volunteer or official immediately.