

Below you will find the vendor terms and conditions of Star City Day. By submitting an application, you agree to all terms and conditions outlined below. If a vendor violates any of these policies, the event committee reserves the right to restrict them from participating in future events. If you have any questions, please contact us at info@prestonsburgky.org or 606-886-1341.

FEES & INVOICING

There are 2 tiers of vendor fees.

- \$20 - Artists / Business / Hand-Crafted Items / Other NON-cooking
- \$55 - Food Trucks / COOKING / Alcohol Distributor

Each vendor will be assigned a 10x10 booth space. Booth fees should be completed online, mailed, or dropped off along with application to Prestonsburg Tourism: 50 Hal Rogers Dr., Prestonsburg, KY 41653 and received no later than July 1. Payments should be made to Prestonsburg Tourism. Any vendors with outstanding fees from previous markets cannot participate in any future events until all fees have been paid.

CANCELLATION POLICY

Vendors have until the Friday prior to the event date to cancel and receive a full refund of their fee. Vendors that cancel after will not be eligible for a refund. Vendors will be expected to contact the coordinator directly and inform them of the cancellation regardless of the cancellation deadline stated in the application. In the event your booth is not selected, money sent with your application will be fully refunded. Final vendor decisions are based on availability and pursuit to keep vendor competition low. All decisions are made by a full Star City Day 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 into the event space after load-in is complete
- Vendors who leave trash behind at their site will be restricted from participating in future markets

GOOD VENDOR BEHAVIOR

Star City Day takes an immense amount of time and people-power to achieve, and community volunteers have likely been on the street 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 street better than you found it, taking all materials with you

RAIN PLAN

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

POST-EVENT EVALUATIONS & OTHER FINE PRINT

We want to make this a great experience for our vendors. To do this, vendors will be asked to fill out a post-evaluation form. This information will be used to analyze the event and identify ways to improve how the night market functions. These forms will be sent out via e-mail by Prestonsburg Tourism in the week following the market.

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

Thanks for reading to the end, and welcome to the Star City family!