

**Harlan Tourism's
FOURTH FEST**

201 S Main St
Harlan, KY 40831
606-573-4156

May 14th, 2024

The seventh annual Harlan Tourism FOURTH FEST Celebration will be held in downtown Harlan, Thursday July 4th, 2024! We are looking forward to being the host of this event and establishing a downtown festival that will be fun for the entire family!

Please read the attached Vendor Rules carefully and indicate your acceptance of those rules on the application. These rules increase the safety and convenience of the vendors and the general public. Please keep a copy of the rules for your convenience as well.

If you are interested in attending, please fill out the application below and return with check, money order, or cash by June 28th, 2024. **Make check payable to HARLAN TOURISM and on the memo line print FOURTH FEST. Applications will not be accepted or allowed after this date. Booth spaces are placed at the discretion of the festival committee and are FINAL.** We will confirm receipt of your application and payment by mail or email. For more information, please feel free to contact me (Brandon Pennington) or Amanda Middleton at 606-573-4156 between the hours of 9AM - 4PM Monday through Friday. You may also contact us via the Facebook page (Visit Harlan County). If one of us is not available to answer, please leave a brief message and we will get back with you as soon as possible.

Sincerely,

Brandon Pennington,
Coordinator of the Fourth Fest

Name: _____ What is your craft or vending?
Address: _____
Phone Number: _____ **(Tables, chairs, coverings &
Email Address: _____ electrical cords not included)**

Number of 10ft spaces required: _____ Electricity: YES or NO
\$20.00 per space

Make check/money order:

**Harlan Tourism
MAIL TO BACK TO:**

**Harlan Center
C/O Fourth Fest
201 S Main St
Harlan, KY 40831**

Vendor Rules:

General:

- 1.) Vendor spaces are 10ft x 10ft. If you need space that is not a multiple of 10ft, you must purchase the next whole space. (Example: if you need 24ft – you must purchase 3 spaces). Additional space cannot be purchased the day of the festival.
- 2.) All vendors will be located on asphalt or concrete surfaces except for the vendors that will be inside of the Harlan Center which will be on carpet *if the Harlan is open*.
- 3.) Vendor set-up will be on the day of the 4th of July and will be staggered to help improve traffic flow. You will be notified by e-mail or telephone of your set-up time. **You will not be allowed to enter the festival area prior to your set-up time.**
- 4.) The festival will be open to the public following the FOURTH FEST Parade which will begin at 4PM. The festival will close after the firework display has concluded. We expect this to be around 10PM.
- 5.) There will be no vehicles allowed in the festival area after set-up and after the parade begins.
- 6.) All vendors are required to keep their spaces clean and free of trash. Vendors must supply their own garbage bags and cans and are responsible for taking their garbage to the provided dumpsters.
- 7.) Electrical hook-ups will be limited and ask that if there are specific requirements for your booth to address it on your application.
- 8.) The festival committee reserves the right to dismiss vendors for illegal or unruly behavior at any time during the festival. No refund will be given and future participation will not be granted.
- 9.) Merchandise must be acceptable to the general public. A complete list of merchandise must be submitted with the vendor application. Failure to comply with these restrictions may result in an immediate dismissal from the festival without refund.
 - a. **The following are prohibited:**
 - i. **Sales of any kind of projectile (including toys).**
Toy guns may be sold but the sale of pellets is strictly prohibited.
 - ii. **Sale of lewd or obscene material.**
 - iii. **Sale of drug paraphernalia.**
 - iv. **Displays of the confederate flag.**
 - v. **Self-piercing kits and needles.**
- 10.) The sale of knives will be permitted but must be in enclosed cases. Buyers must be older than 18 years of age. Failure to comply will result in immediate dismissal.
- 11.) There will be no roving sales or “giveaway” unless prior approval from the festival committee.
- 12.) Vendors may not play music without prior approval by the festival committee.
- 13.) All vendors must have a KY sales tax permit available upon the request of state inspectors. There may be a state inspector on site to issue temporary permits.

Rules Specific to Food Vendors:

- 1.) We will limit the number of food booths to insure variety. A complete menu must be submitted with the application to set up.
- 2.) A food service card and a permit must be acquired from the Harlan County Health Dept. prior to the festival. Vendors must comply with all rules and regulations of the Health Dept.
- 3.) The Harlan County Food Inspector may monitor vendors throughout the festival and has the authority to close any vendor in violation of regulations. No refunds will be given.
- 4.) The vendor is solely responsible for the safety and quality of food sold.
- 5.) Cold foods must be continuously maintained at 45 degrees Fahrenheit or below. Hot foods must be continuously maintained at 140 degrees Fahrenheit or above.
- 6.) All food must be served from enclosed trailers or screened tents.
- 7.) Grills and/or other cooking devices must be barricaded from public access by at least 4 ft. in any direction. This requirement must be considered in calculating the space needed.
- 8.) All cooking grease must be disposed of in closed containers provided by the vendors. If you dump grease in the city sewer drains, you will be fined and barred from future festivals.
- 9.) Vendors must provide and use mats under their grills to keep grease from damaging the pavement.
- 10.) **FOOD VENDORS (Commercial and Non-profit) must submit proof of insurance with the application and have a copy available for inspection during the festival.**

By submitting your application, you are agreeing to the above mentioned rules.

Should you have any questions regarding this application, feel free to me (Brandon Pennington) or Amanda Middleton a call at 606-573-4156 from 9AM-4PM Monday-Friday. Thank you! We look forward to this fun filled event!