

## 2025 KGAC Concession Vendor Market Application

*Please Note: This show has a very limited number of food vendor spots available. First preference is given to local food vendors, and 'KY Proud' members. This application should be submitted to kgacinfo@gmail.com with "Food Vendor Application" in the subject line. All payments should be made either by check (Make payable to the KGAC) or credit card (Call the KGAC Office).*

---

Event Dates:	October 18 & 19, 2025
Event Location:	KY Artisan Center (200 Artisan Way, Berea, KY 40403)
Deadline:	Postmarked by May 2, 2025
Set-Up Time:	October 18 & 19 @ 7:00am - 9:00am
Time set-up must be complete:	October 18 & 19 @ 10:00am
Earliest time for breakdown:	October 18 @ 5:00pm & October 19 @ 4:00pm

---

Business Name:	_____
Vendor Contact:	_____
Street Address:	_____
City, State, Zip:	_____
Telephone:	_____
Email Address:	_____
Tax ID Number:	_____

---

**PRODUCTS TO BE SOLD:** *Please attach a complete menu with prices.* The Kentucky Guild of Artists and Craftsmen make every effort to eliminate excessive redundancy among the food offerings and reserves the right to restrict certain menu items, or those that conflict with the Artisan Center's Cafeteria menu. *Please indicate with an asterisk (\*) menu items that are primary or essential products.*

**BOOTH PHOTO/LAYOUT:** Please attach *at least 1 photo* of your booth and/or a diagram of your unit showing the following information: *dimensions, locations of serving windows, electric boxes, etc.* If you have electrical needs, please address them personally to the Fair Committee Chairman, as generators are recommended to use on the grounds and we will need to know in advance.

**VENDOR FEES:**

- ❖ SINGLE/SPECIALTY Truck/Booth (Drink, dessert, or single item): \$200 made payable to the Kentucky Guild of Artists and Craftsmen

- ❖ **FULL SERVICE Truck/Booth** (Full menu with variety of meal options): \$250 made payable to the Kentucky Guild of Artists and Craftsmen

## **Guidelines & Important Information for Exhibitors:**

- ❖ Booth fees are \$200 (with sales tax included) for Single/Specialty food vendors, while Full Service food vendors are \$250 (with sales tax included) for each truck/booth space. Food vendor spaces are filled by meal category, & their availability is based on a first come, first serve basis to ensure a balanced and cohesive vendor environment. (We will not be accepting two vendors of the same cuisine under any circumstances.)
- ❖ Food vendor applications are open until **May 2, 2025**. There is a ***\$50 cancellation fee*** for any ***accepted*** vendors who decide to not attend the show past this deadline, and by signing this market application you accept these terms. If a vendor leaves the venue early, or does not show up, they forfeit an invitation back to any/all KGAC events in the future unless it is discussed with the Fair Committee Chairman prior to their absence. Vendors ***must*** attend the entirety of the event.
- ❖ Set-up will be Saturday, October 18th and Sunday, October 19th from 7 am - 9 am. No vehicles will be permitted in the space past these times. This is a rain or shine event, so please come prepared for any and all inclement weather; It will be monitored closely by the KGAC Board & Fair Committee to ensure a successful, safe, and fun event. Trucks may be asked to leave earlier at the request of the Committee Director if inclement weather persists so that artists may access the load-out area without clutter; This is an unknown factor, but please be prepared to account for this situation if it arises. Truck/booth fees are non-refundable.
- ❖ The event will take place at 200 Artisan Way, Berea, KY 40403. Load-in/out access will be via the “artwork drop-off” driveway around the north side of the building to either the event area within the field or at the top of this driveway. Detailed info will be sent prior to the event where you will schedule a time to load-in/out due to limited vehicle access to the space.
- ❖ There will be volunteers to help you with load-in and load-out, as well as any other special assistance you may require. They are a vital resource to help you during load-in/out to be quick and efficient so that there is more vehicle space for your other fellow vendors to enter and exit the event.
- ❖ ***If you are setting up a booth***, we ask that everyone unload completely and immediately return their vehicles to the vendor parking area before setting up. The reverse will be asked during break-down and load-out. You will receive a “check-out” ticket from a volunteer once broken down in order to retrieve your vehicle for load out.
- ❖ ***If you are setting up a booth***, all exhibitors must have a white tent - no tarps or colored tents will be accepted unless it is for marketing purposes. (Your tent **MUST** be approved before exhibiting if this is the case.) Set-up will be on grass. Exhibitors are responsible for securing their booth properly, with stakes and weights. Food vendors must not extend beyond allotted space.

Booth displays are to be professional, neat and attractive - where tables must be covered to the ground.

- ❖ Food offered for sale must be consistent with the submitted menu and in the accepted category only. You will politely be asked to remove any items in your booth NOT approved during the application process if they do not follow these guidelines. The standards committee will be on hand to ensure that the images that you provided are consistent with the menu you are exhibiting.
- ❖ The Kentucky Guild of Artists and Craftsmen will provide trash receptacles at this event to promote a clean environment on the Artisan Center Grounds.
- ❖ Food Vendors may only place signage in designated areas where they are not obstructing walkways or traffic flow, and the vendor must provide all aforementioned signage.
- ❖ Security will be provided Friday and Saturday night by Berea Police and/or a Security Firm. The KGAC shall not be liable or responsible for any items that are lost, stolen, or damaged.
- ❖ Exhibitors are responsible for collecting and remitting sales tax to the Kentucky Department of Revenue.
- ❖ Please note that the City of Berea requires all exhibitors to have a Berea business license. Licenses may be obtained from the city's website: <https://bereaky.gov/government/city-departments/finance-department/business-license/> It is the responsibility of each exhibitor to obtain this license.
- ❖ Vendors shall comply with all Health Department policies and those of all state and local regulatory agencies, where you may be subject to an on-site inspection by the Health Department and the Urban County Government. Vendors must contact the Madison County Health Department to receive and complete forms required for your operation prior to the set-up for the event, where copies of these forms must be on hand.
- ❖ If there are any further comments, questions, or concerns - please direct them to this year's Fair Committee Chairman, Benjamin Maddox, at (859) 221-7407 or [maddoxdesignsart@gmail.com](mailto:maddoxdesignsart@gmail.com). If unavailable, contact a representative of the KGAC Board of Directors or Fair Committee Member at: [kgacinfo@gmail.com](mailto:kgacinfo@gmail.com)

## **HEALTH DEPARTMENT REQUIREMENTS:**

The Madison County Health Department will pay special attention to safe storage, preparation, and serving of food. At least one person per booth is required to have a food handler card. ALL participating food vendors must have a permit to operate. Any questions concerning these issues should be directed to the Madison County Health Department, 859-623-7312.

By signing and returning this registration form, I agree to be bound by all KGAC event policies, guidelines, and procedures. I agree to indemnify and hold harmless the Kentucky Guild of Artists and Craftsmen, Kentucky Artisan Center, Volunteers, and the Staff/Officers of these organizations for any such loss, theft, damage, or personal injury I incur even if such loss, theft, damage, or personal injury results from the negligence or other fault of the Kentucky Guild of Artists and Craftsmen, Kentucky Artisan Center, Volunteers, or Staff/Officers even with regard to claims made or lawsuits brought forth by third parties. The Kentucky Guild of Artists and Craftsmen, Kentucky Artisan Center, Volunteers, or Staff/Officers shall not be held liable for any contractual agreement, either formal or informal, between exhibitor and buyer; any reduction in expected revenue for any reason; any injury to exhibitor or his/her family, friends, or associates. I agree to bear all risk and expense for any loss, theft, or damage to my product or other personal property, or injury to my person. I agree that each product I sell will be from my own catered menu.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I grant permission for the KGAC or a representative of the Kentucky Artisan Center to photograph or video my work while set up at the event for the purposes of event and KGAC/Kentucky Artisan Center promotion, internal review, or additional standards review.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Booth spaces are \$200 (sales tax included) for SINGLE/SPECIALTY vendors.

\*\*Booth spaces are \$250 (sales tax included) for FULL SERVICE vendors.

\*\*\*There is a \$50 cancellation fee for any accepted vendors who decide to not attend the show past the deadline, and by signing this market application you accept these terms.

All applications are due before the deadline of **May 2, 2024**.

Have you vended with the KGAC before? (Please circle one.)      YES      NO

Total payment to be submitted (**ONLY WHEN CONFIRMED**): \_\_\_\_\_

**KGAC Mailing Address: 137 N Broadway, Berea, KY 40403**

**Credit Card? Please call the KGAC office at: (859) 986-3192**