

Merchants & Music

September 28, 2024 | 2-11pm

VENDOR APPLICATION



WEST SIXTH
BREWING



St. Elizabeth
HEALTHCARE

Merchants & Music 2024 Vendor Rules & Guidelines

Make sure to read through the rules and guidelines before signing your application so you know what to expect at our events. Keep this page for reference.

Payment

Cash, checks, and card are accepted. If paying with a check, make it out to 'The City of Fort Thomas'. If paying with card, there is a 3% charge. There are no refunds of fees UNLESS the event is cancelled. Payments need to be turned in prior to the scheduled event. No shows are still responsible for payment and won't be able to participate until payment is received.

Set Up and Tear Down

Vendors are expected to be set up and ready to sell 30 minutes before the start of the scheduled event. You must keep your booth/truck open until the end of the event unless weather causes the event to close early. There may not be any damage to the property left by setup of tents, stakes, or anything of the sort. Any trash must be cleaned up by the vendor and properly disposed of in the dumpster, not festival trash cans. Vendors are responsible for their own table, chairs, tents, change/money, cooking equipment, serving utensils, dispensers, condiments, ice.

Booth Info

All booth spaces are 10x10 and vendors must use a 10x10 white canopy tent only for a consistent look throughout the venue. Vendors are expected to present their products/services in an attractive and professional manner with covered tables (must cover to the ground) and inviting displays. Due to liabilities exhibitors are not allowed to bring pets. Vendors are responsible for their own table, chairs, tents, change/money, etc. All storage and extra stock must be neatly concealed within or around your booth. Booth must be weighed down with 20 lbs on each leg.

Permits

Vendors are responsible for submitting any licenses, permits, sales taxes and fees required by law. This includes permits from Campbell County, KY Health Department, etc. The food trucks insurance is required for this permit.

Weather Policy

Light to moderate rain is not considered severe weather and the event will remain open on rainy days. If severe weather (thunder, lightning, tornado, etc.) is observed at the event or within a 6-mile radius via radar, the event will close. All customers and vendors should vacate the park and either remain in their vehicles or take shelter. Food trucks and customers will be notified when lightning is 10 miles away and that they will need to take shelter when it reaches 6 miles of the event. The severe weather must pass (though rain may continue) and radar must show that all lightning is 6+ miles away. If the severe weather continues for an extended period of time, or if more severe weather is expected during the event hours, the events coordinator will cancel the event.

Cancellation Policy

Cancelling a event would happen ONLY under uncontrollable circumstances or if it is determined to be in the best interest and safety of any and all persons who may be in attendance. Uncontrollable circumstances may include but are not limited to extreme weather conditions, pandemics, gas leaks, water and/or power outages, and local public health emergencies. In the event a vendor must cancel their participation at an event, the vendor forfeits their vendor fee and their vendor spot.

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Electric Request

- The quantity and availability of these standard connections varies from location to location. Not all connections types are available at all locations, especially for large festivals/events.
- We will advise whether the requested electric connections are available.
- Other connections may be available upon request.
- Vendors shall supply their own cords for all hook-ups. Cords and connector plugs shall be in good condition. All conductors and connector blades, including ground, must be present and in sound working condition. Cords must be properly rated for the voltage and amperage in use. CWLP reserves the right to remove unsafe cords or connectors from use.
- Electrical connection receptacles are located inside Temporary Power Panels on or near the sidewalk. These locations are fixed in place and can not be adjusted. The length of the connector cord required for hook-up depends on the layout of vendors for the event. Cord lengths up to 100 feet may be required in some cases.
- Vendors should refer to equipment nameplates to determine the electrical requirements for all equipment to be used during the event. If in doubt, please contact City of Fort Thomas.
- There is a limit on the different types of alcoholic drinks to be served at M&M. Vendors wishing to sell alcohol will be on a first apply, first approved basis due to our agreement with our beer sponsor.
- There MUST be at least one person on site at all times during hours of operation.
- Absolutely NO GLASS beverages or food containers permitted. Unbreakable items must be utilized.
- Parking map will be provided in advance of the festival and must be followed. No vehicles will be permitted in the festival area during event. Delivery of supplies or other items to the festival area after the festival starts must be arranged through other methods.
- Understand that you do accept full responsibility for your space rented and will be held accountable.
- The City of Fort Thomas bears no responsibility for any damage to equipment used. The City of Fort Thomas Reserves the right to refuse a proposal. We will work with agencies to the best of our ability to ensure a successful event. However, we will do so within the confines of the contracts and agreements. Respect for the rules and policies of the park and the event is expected and appreciated to achieve this goal. Failure to abide by the rules and regulations may result in the refusal of the organization to participate in this or further events.

Additionally to our policy

- The city reserves the right to limit the number of food trucks at any event and the menu items offered. Vendors may sell non-alcoholic beverages at their own discretion. Brand choice, size of beverage, method of dispensing, and pricing is at the vendor's discretion.

Contact Us

Please contact Sam Shelton at sshelton@ftthomas.org or (859)572-1209 with any questions, comments, or concerns.



2024 Vendor Application

Name of Organization/ Business	
Vendor Name(s)	
Street Address	
City, State, Zip Code	
Primary Phone #	
Email	

Social media for your business:

Website	
Instagram	
Facebook	

Booth Price: *(Please check)*

☐ Fort Thomas Business (10x10 space): \$125

☐ Fort Tomas Food Truck/beverage based booth (space is length of vehicle or 10x10 space): \$150

☐ Non-Fort Thomas Business (10x10 space): \$175

☐ Non-Fort Thomas Food Truck/ beverage based booth (space is length of vehicle or 10x10 space): \$200

Vendor Type:

(Describe your products/services)

Do you need Electric?

YES | NO

Available Standard Electric Connections: *(Please Circle)*



CS6364
50A-125/250V
Female Connector

Center Guide pin
not connected.



NEMA 14-50 Socket

This outlet receptacle supplies 120/240V single phase. The circuit is protected by a 30Amp 240V double pole circuit breaker.



NEMA 5-20 Socket
This is a duplex outlet protected by a Ground Fault Circuit Interrupter (GFCI). The combined capacity of the two receptacles is protected by a 20Amp 120V single pole circuit breaker.

The receptacle will accept either a 15Amp or 20Amp 120V 3 wire plug.



NEMA 14-30 Socket

This outlet receptacle supplies 120/240V single phase. The circuit is protected by a 50Amp 240V double pole circuit breaker.

Check list of items required with application upon submitting:

1. ☐ Completed Vendor Application.
2. ☐ Detailed price list showing all sales/ concession items.
3. ☐ Copy of signed Fort Thomas/ Campbell County Occupational Business License application or copy of actual license.
4. ☐ Submit pictures of electric connectors.
5. ☐ Payment.