



## 2016 Roots & Heritage Festival Vendor Information

You are invited to take part in Lexington's Twenty Eighth Annual Roots & Heritage Festival "African-American Marketplace" on FRIDAY, SATURDAY, AND SUNDAY SEPTEMBER 9-11, 2016. The Festival will be located on Elm Tree Lane between Fourth and Short Streets. The festival will be from 7:00 p.m. - 11:00 p.m. on Friday, 11:00 a.m. -11:00 p.m. on Saturday, and 10:00 a.m. until 5:00 p.m. on Sunday.

Booth setup will begin at **12:00 p.m.** on Friday and **7:00 a.m.** on Saturday and Sunday. All cars must be removed from the street by **4:00p.m.** Friday and **9:00 a.m.** Saturday & Sunday.

### **ADDITIONAL INFORMATION ON BOOTH LOCATION WILL BE SENT ONE WEEK BEFORE THE FESTIVAL.**

The fee for one 10'x10' booth space for commercial (non-food) vendors is **\$350**. The fee for food vendors is **\$150 Friday, \$250 for Saturday, \$75 for Sunday and \$475 for all three days**. The fee for information vendors is **\$50** and the fee for political candidates is **\$50 each day. NO REFUNDS.**

**WE WILL PROVIDE SPACE ONLY; VENDORS MUST PROVIDE THEIR OWN TENTS, TABLES, CHAIRS, ETC.** Electricity for a limited number of **FOOD VENDORS ONLY** will be provided.

To reserve your booth space, please complete the vendor registration form and return it to Beverly Henderson as soon as possible. If you need further information, you may call the **voice mail hotline at (859) 276-3262**.

**ONLY CASH, MONEY ORDERS, CERTIFIED BANK CHECKS, AND ONLINE PAYPAL WILL BE ACCEPTED. ALL PERSONAL CHECKS WILL BE RETURNED.**

**NO COUNTERFEIT ITEMS MAY BE SOLD – ALL COUNTERFEIT ITEMS WILL BE TAKEN!**

***The vendor assumes sole responsibility for the participation in the festival and holds the Lexington-Fayette Urban County Government and the Roots and Heritage Festival Executive and Planning Committees harmless against all loss or damages to persons or property during festival activities.***



# VENDOR REGISTRATION FORM

**PLEASE PRINT LEGIBLY!**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**\*\*\*COMMERICAL – 10' x 10' space - \$350 - NO ELECTRICITY PROVIDED**

Fri (\$350)     Sat (\$350)     Sun (\$350)     All three days (\$350)

**\*\*\*FOOD – per 10' x 10' space - \$475 (buy additional space to accommodate larger vehicles)**

Fri (\$150)     Sat (\$250)     Sun (\$75)     All three days (\$475)

Will electricity be needed?  Yes  No  
(if yes, complete and submit electrical needs form)

- \*must have food handler's permit
- \*must have enclosed screen food area
- \*tents must be able to stand on concrete

**\*\*\*INFORMATION – 10' x 10' space - \$50**

Fri (\$50)     Sat (\$50)     Sun (\$50)     All three days (\$50)

**\*\*\*POLITICAL CANDIDATES – 10' x 10' space - \$50 per day**

Fri (\$50)     Sat (\$50)     Sun (\$50)     All three days (\$150)



Please list/describe the items you plan to sell and/or display. \_\_\_\_\_

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Please list/describe the appliances you will be using. \_\_\_\_\_

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Please describe IN DETAIL the setup of your serving area (e.g. are you serving from a tent/wagon, from what you are serving, the size of the tent/wagon including hitch) and draw a diagram or provide a picture of your serving area indicating from which side you will be serving. REMEMBER: IF YOU TENT/WAGON IS MORE THAN 10'x 10' (INCLUDING HITCH), YOU MUST BY ADDITIONAL BOOTH SPACES TO ACCOMONDATE YOUR SERVING AREA!!

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Name (PLEASE PRINT LEGIBLY)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send **money order or bank certified check (no personal or business checks)**, payable to Roots & Heritage Festival, as soon as possible to:

**Beverly Henderson  
Roots & Heritage Festival  
P. O. Box 11712  
Lexington, Ky 40577—1712**



## 2016 ROOTS AND HERITAGE FESTIVAL FOOD VENDOR ELECTRICAL NEEDS

**Note: This form must be submitted with your vendor application. The information provided will be used to determine your booth placement. You will be provided with the power and hookups according to the specifications stated below. No additional accommodations will be made.**

Name of food unit/vendor:

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Do you need electricity? Yes  No

If yes, please complete the following information:

Please list all of the items you will be using that will require electricity (i.e. lights, warmers, freezers, etc):

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Amperage requested: \_\_\_\_\_

Do you have a panel box? Yes  No  What size is the SO cord?

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110 volts: How many appliances will you be using? (Please list)

220 volts: How many appliances will you be using? (Please list)

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Vendor Signature

Date