

FOURTH STREET SECTION – ST. JAMES COURT ART SHOW Food Vendor Application

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www.stjamescourartshow.com/food-vendors/

PLEASE READ AGREEMENT, RULES OF PARTICIPATION and GENERAL POLICIES BEFORE SUBMITTING THIS APPLICATION

The \$1,000 booth fee is not required until application is accepted.

PRINT or TYPE – Incomplete applications will NOT be eligible for consideration.

Business Name		Business Phone
Primary Business Address (include City, State, Zip)		Website
Primary Contact Name	E-mail	Cell Phone
Secondary Contact Name	E-mail	Cell Phone

MENU

Fourth Street endeavors to offer unique, gourmet-type foods that can be consumed onsite. Therefore, the following will not be considered: typical fair/carnival food; food sold elsewhere in the show; packaged food intended for consumption offsite; non-food items. We reserve the right to exclude items falling into any of these categories.

With these criteria in mind, please provide a complete menu and price list of all items you wish to sell below, or attach separately. Items not disclosed on this application may not be sold at the show.

BOOTH SETUP & LOGISTICS

Food vendors operate in an approximate 10'x10' space on pavement with minimal water and access to a 50 amp electrical patch box. *Please attach an image of your booth. If you do not have one, describe your setup below. (Not necessary for returning vendors unless booth layout has changed.) Consult the show director via e-mail if your setup needs are other than what is outlined here.*

If granted an exception for a food truck and/or trailer, check which you'll be bringing and provide detailed dimensions below (LxWxH), including trailer hitch, tongue, external tanks, wheel wells, etc. Also note how much clearance is needed to open doors and windows for serving area. Attach a diagram and photo if available.

FOOD TRUCK

FOOD / BEVERAGE TRAILER

THIS APPLICATION IS VALID FOR THE CURRENT SHOW YEAR ONLY. ITS SUBMISSION SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF, AND AGREEMENT TO ABIDE BY THE RULES OF PARTICIPATION AND GENERAL POLICIES OF THE FOURTH STREET SECTION OF THE ST. JAMES COURT ART SHOW IF INVITED TO PARTICIPATE.

Signature _____ Date _____ rev 7/2023

The Art Show will provide:

- An approximate 10’ x 10’ space on pavement.
- Minimal access to a water source and a 50 amp electrical patch box*. (Vendors needing access to electricity and water over and above what is provided should contact the show director via email in advance.)
- A Personal Conveyance Permit issued and required by the City of Louisville to sell goods or services during the show.
- A form to report/remit the 6% sales tax to the state of Kentucky for all taxable goods or services sold during the show.
- Up to 12 bags of ice for your use during the show (must sign up for allotment ahead of time).

Food vendors accepted into the Art Show acknowledge and agree to the following:

- All food sold during the show must be for onsite consumption and submitted to and approved by Fourth Street via this application. Vendors will be asked to remove any unapproved product or inappropriate display.
- No alcoholic beverages are to be sold without Fourth Street’s permission (non-alcoholic beverages are acceptable).
- Non-food items (merchandise, etc.) are not allowed to be sold without Fourth Street’s permission.
- If the Art Show has a food or beverage company sponsor, all vendors must adhere to any restrictions imposed by the sponsorship with regard to product sales.
- Vendors are responsible for providing their own tents, sturdy enough to withstand weather and crowds, as well as all display items (tables, chairs, signage, decorations, countertops/coverings, interior lighting, etc.). Booth structure and displays must not exceed limits of assigned space or encroach on anyone else’s space.
- For electrical access*, vendors must bring their own power cables / strips and extension cords with trip-prevention covers. No connections or combinations of connections can exceed the limits of the patch box provided.
- Vendors must follow all city and state regulations. Consult Louisville Metro’s Special Event Handbook for specific requirements at <https://louisvilleky.gov/emergency-services/document/specialeventshandbookpdf>:
 - 1 Vendors are responsible for obtaining and displaying all permits required for the handling and sale of food from the Louisville Metro Department of Public Health & Wellness. Food service workers must be vaccinated for Hepatitis A.
 - 2 Fire department regulations must be met. Cooking and open flame operations must have an approved fire extinguisher onsite; tents must be NFPA approved and made of flame-retardant material; tent flaps/curtains must be up while appliances are in use; grease or other waste must be disposed of properly and not run off onto the premises or into storm drains.
 - 3 Vendors must submit two (2) Certificates of Insurance as proof of a commercial General Liability Insurance policy: one naming the St. James Court Art Show and the other naming Louisville/Jefferson County Metro Government as additional insured, with a minimum limit of liability of \$1,000,000 per occurrence / \$2,000,000 aggregate.
 - 4 Vendors must collect and pay the 6% sales tax due to the State of Kentucky on goods sold during the show.
- Vendors must abide by all noise restrictions and avoid being disruptive to ones’ neighbors, which includes, but is not limited to, recorded music or generators that emit noise or odors outside the booth space. Hawking of items is also prohibited.
- Vendors must adhere to the show’s ‘Rules of Participation and General Policies,’ as well as conduct themselves professionally and treat show personnel, volunteers and other vendors/exhibitors with respect and courtesy at all times. No activities that violate federal, state or local laws, or actions that are lewd or indecent shall be permitted.
- All trash must be properly disposed of and the space returned to its original condition at the end of the show.
- Mandatory set up is 9am–11am Thursday prior to the show opening on Friday. Vehicles are not permitted onsite during the show’s hours of operation, but can enter daily between 6:30–8:30am before the show opens at 10am, and after the show closes once pedestrian traffic has cleared. **Booths must be manned and open for business during the entire show.**
- Vendor agrees to refer to the event in all promotions (print or otherwise), advertising, signage, booth displays and decorations solely as **The St. James Court Art Show**.
- Fees paid by the registrant will be refunded, less \$75, if cancellations are made prior to 11:59pm EST on September 1. Fees are not transferable or applicable to the following show year. There are no refunds if inclement weather is experienced or if circumstances beyond the control of the organizers affect sales or hours of operation.

Once accepted into the Fourth Street Section of the St. James Court Art Show, return this signed and dated form along with booth fee (checks payable to the South Fourth Street Association), certificates of insurance and final menu and prices. This submission registers the below-named business as an official Fourth Street participant and indicates an understanding and acceptance of the ‘Rules of Participation and General Policies’ and the agreement outlined herein. Any vendor not abiding by one or more of these policies (or other reason determined at the discretion of the show director), risks dismissal and/or exclusion from this and future shows.

During the term of this agreement, the below-named vendor assumes all risks associated with the food sales and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee’s operation. The vendor expressly agrees to hold harmless the St. James Court Art Show, its Consortium members including the South Fourth Street Association, its agents, servants, employees, officers and directors for penalties for violation of any law, ordinance or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts of permittee or its officers, agents or employees.

Business Name and Address	Primary Contact Signature / Date
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RULES OF PARTICIPATION and GENERAL POLICIES

Please read this information carefully, and if you find that you're unable to meet our criteria, do not apply. We reserve the right to accept or reject any new or returning artist or vendor for reasons not specifically listed below. For purposes of this document, artists, food vendors and non-artists are collectively referred to as "exhibitors."

- ◆ While applications may be sent to any section of the St. James Court Art Show, participation in more than one section in the same year is prohibited. If you receive and accept an invitation to participate from one section of the show and pay for booth space, you are ineligible to participate in any other section.
- ◆ Set up on Thursday before the show opens on Friday is mandatory.
- ◆ Exhibitors **MUST** be present and have their booth open for business during all hours of the three-day event.
- ◆ Exhibitors may not share booth space unless they have submitted a joint application and have been accepted as such, nor may they sublet or apportion space to anyone else.
- ◆ The average booth space is 10'x10', but this varies since it is an outdoor show in a residential neighborhood where natural and man-made obstructions (driveways, tree roots, etc.) can limit or increase its size. Booth structure, displays, chairs, check-out tables, etc., must not exceed limits of assigned space more than a few inches beyond its perimeter so as not to encroach on anyone else's space. Awnings are discouraged, and if present, must be lowered during hours when vehicular traffic is allowed onsite.
- ◆ Exhibitors are responsible for providing their own WHITE professional-grade tent(s), which should not be bigger than 10'x10' or taller than 9' because of overhead tree branches and utility wires in some areas. Setup is on asphalt where it's not possible to drive stakes, so weights are required (at least 50 pounds on each tent leg) to ensure that displays are sufficient to withstand weather and crowds. Exhibitors can be held liable if they or any of their property cause damage.
- ◆ Tents back up to the curb, behind which is a grassy area that can be used for storage. Use of the sidewalk behind the booths is prohibited and it **MUST** remain clear throughout the show to ensure ADA compliance. Likewise, private property may not be used for any reason without the owner's permission.
- ◆ Fourth Street runs north-south, so booths on the west side (600 series) get morning sun and afternoon shade; booths on the east side (700 series) get morning shade and afternoon sun.
- ◆ Louisville Metro Police provide security during the show's hours of operation; private security is on site after hours. The show takes place in an urban (albeit residential) area, so reasonable precautions should be taken to ensure the safety of you and your property. It is recommended that participants obtain general liability insurance, as the shows' insurance **DOES NOT** extend coverage for exhibit damage, bodily injury or theft. All exhibitors participate at their own risk.
- ◆ Kentucky law requires collection of a 6% sales tax on all sales made during the show. It is not necessary for you to obtain a Kentucky tax ID number; you'll be provided documents from the Kentucky Revenue Cabinet at the show.
- ◆ Exhibitors must abide by, and displays must be in accordance with, Louisville Metro fire regulations.
- ◆ The city-required Personal Conveyance Permit is included in your booth fee, provided in your packet, and must be displayed at all times.
- ◆ Exhibitors will cause no noise which can be heard beyond the perimeters of their own space without permission. If granted, additional consent must be obtained from any neighboring section whose boundaries are within 50 feet. This includes, but is not limited to, music (recorded or live demonstrations) or motivational tapes. It also includes generators that can be heard, seen, emit odors outside of the confines of the booth space, or are otherwise disruptive to ones' neighbors. Hawking of items is also prohibited.
- ◆ This is a pet-free event except for documented service animals. If present, pets must be contained behind your booth.
- ◆ Exhibitors must abide by the '*Rules of Participation and General Policies*,' conduct themselves professionally and treat show personnel, volunteers and other exhibitors with respect and courtesy at all times. Failure to do so is cause for immediate dismissal. Show personnel will circulate at random during the show to ensure that all exhibitors are in compliance with these guidelines. Any exhibitor released from one section of the St. James Court Art Show for infraction of these rules is subject to exclusion from all sections of the show.
- ◆ Fees will be refunded, less \$75, if cancellations are made prior to 11:59pm EST on September 1. Fees paid by the registrant are not transferable to another exhibitor, nor will they be applied to the following show year. If the registrant cannot participate, control of the space reverts to the show. There are **NO** refunds if inclement weather is experienced or if other circumstances beyond the control of the organizers affect sales or hours of operation, including but not limited to, other acts of God or terrorism. Organizers will follow the advice of police and/or weather service personnel in mandating evacuations or closures.