



Light Up Louisville



Downtown Louisville ~ Friday, November 27, 2009



CRAFT, NON-PROFIT or COMMERCIAL APPLICATION

Company / Organization: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: *(Required)* _____

Fax: _____ Email: *(Required)* _____

Please provide the name and telephone number of one reference from a related event.

Name: _____ Event: _____ Phone: _____

I would like to help Metro Louisville "Go Green." *Email* my application in the future rather than mailing.

I plan to submit coupons for Run Run Rudolph packets *(due by Nov. 19, 2009)*

Application does not guarantee participation. In order to ensure our vendors have a successful event, vendor applications are juried. Accepted participants will be notified. If your application is not approved, a refund will be issued.

PLEASE READ CAREFULLY - Please Check One

(Booth fees are non-refundable upon acceptance)



NON-PROFIT / INFORMATION VENDOR - \$50 per booth space

CRAFT VENDOR - \$125 per booth space

COMMERCIAL / CORPORATE VENDOR - \$500 per booth space

- All Booths should be decorated in holiday style
- Copy this form to submit multiple booth locations

LOCATION RENTAL INCLUDES *(check if needed)*:

- 1 - 10' x 10' tented space or trailer location
- 2 - 8' tables

- 2 - Chairs
- 1 - Sign with vendor's name

Single Booth Space Double Booth Space

Do you need electricity? Yes No

You must supply 100' of 14 gauge outdoor extension cord, other cords as needed for booth, 3-way plugs, clip lights, etc.

List all power needs: *(Be sure to specify voltage, number of amps, phase, etc.)* _____

Please give a full description of the crafts or items you plan to offer or distribute (attach separate page if needed). Only those items detailed below will be permitted in your booth.



CERTIFIED CHECK OR MONEY ORDER PAYABLE TO:
LOUISVILLE METRO GOVERNMENT - LIGHT UP LOUISVILLE

MAIL APPLICATION, PRODUCT LIST AND PAYMENT BY **NOVEMBER 6, 2009** TO:
Office of the Mayor
Community Relations & Events
527 West Jefferson Street, Ste. 101
Louisville, Kentucky 40202

Participant Signature: _____ Date: _____

Light Up Louisville

Fact Sheet

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Event Hours / Location

Light Up Louisville will be open 3 - 10 p.m. Participants are required to stay open the entire event. Your booth or space will be clearly marked upon arrival.

Set-up

Vendor setup begins at 10 a.m., Friday, November 27, 2009. Tear down may begin no sooner than 10 p.m. Booth must be ready and product available by 2:30 p.m. Vehicles are allowed in the event area to UNLOAD and LOAD only during non-event hours.

Parking

Vendor parking pass must be displayed in order to enter the parking area and to avoid being towed. Booth fee includes two complimentary parking spots in the City Lot on the southwest corner of West Jefferson and 8th streets.

Insurance

Food vendors must have a certificate of insurance with \$1,000,000 minimum general liability naming Louisville Metro Government and Visual Presentations, Inc. as additional insured. Additionally, all food vendors must obtain a Health Permit and notify the Mayor's Office with the permit number. **Craft and other participants** are not required to show proof of insurance.

Additional Information

All food vendors must have a working fire extinguisher in their booth. If you are using a grill, open flame, deep fryer or product that produces grease (i.e. hamburgers, sausages, etc.) you must have a **Type K fire extinguisher** in your booth. You must supply 150' of hose and water "Ys" as well as 100' of 14 gauge outdoor extension cords.

Please return completed application, payment in full and proof of insurance (food vendors only) by **Friday, November 6, 2009**. *Application does not guarantee participation.* In order to ensure our vendors have a successful event, vendor applications are juried and will be submitted to the Light Up Louisville Committee for approval. Accepted participants will be notified. If your application is not approved, a refund will be issued. *(Additional information and parking passes will be mailed to you.)*

Please submit application to: Office of the Mayor
Community Relations & Events
527 West Jefferson Street, Ste. 101
Louisville, KY 40202



**If you have any questions, please feel free to call (502) 574-3928
or email paul.schuhmann@louisvilleky.gov.**