

City of Ravenna

RAVENNA RAILROAD FESTIVAL

Sat., Sept. 22, 2018

BOOTH GUIDELINES

City Hall, 620 Main Street, Ravenna, KY 40472

Phone: (606) 723-3332 Fax: (606) 723-3332

The Ravenna Railroad Festival, a celebration of the railroad industry which established the City of Ravenna provides a weekend of free entertainment and activities for everyone in the community. This alcohol-free, family-oriented event offers something for everyone. We would like to invite you to become a part of the fun!

Location: Ravenna Veterans' Memorial Park, Ravenna, KY

Booth Sizes & Registration Fee:

20' x 10' electric.....	\$60
20' x 10' non-electric.....	\$50
10' x 10' non-electric.....	\$30

Important Dates to Remember

Sat., Sept. 22 Check-in/set-up time: 6:00 – 8 a.m.

Sat., Sept. 22 Show Hours: 9 a.m. – 8 p.m.

General Information

1. The Festival Booth Committee is responsible for space assignments. We reserve the right to limit the number of booths with similar items.

2. First time applicants need to include three photographs of items you plan to sell with your application form and booth payment. If your booth is not accepted, we will return payment along with your photographs as soon as possible.
3. Exhibitors are responsible for collecting, reporting, and paying sales taxes.
4. Exhibitors are responsible for providing your tables, chairs, shelter, and outdoor extension cords.
5. Exhibitors will be expected to keep the booth area clean at all times.
6. The booth committee will check all booths for adherence to policies and advise exhibitors of infractions that require immediate attention.
7. Early breakdown of booths is discouraged!
8. Once your reservation has been made, we regret that we will not be able to refund your money.
9. The festival remains open rain or shine. You must be prepared for inclement weather with appropriate protections so that your booth may remain open. Exhibitors must remain in your assigned booth to do business – NO ROAMING to do business.
10. No pets will be allowed in the booth area for safety reasons.
11. The festival committee reserves the right to eliminate the selling of items not approved by the festival: examples; gambling, martial arts weapons, pornography, copies of designer products, **canned pop**, home canned items, etc. Any object that could be a nuisance to anyone should not be sold: examples; poppers, fireworks, disappearing ink, spray foam cans, stink bombs, silly string, etc. No games will be allowed unless approved by the festival committee.
12. Devices that produce sound must be operated in a manner that does not infringe on the rights of neighboring exhibitors. The festival committee reserves the right to determine the acceptable sound level.

Booth Guidelines

1. BOOTH APPEARANCE IS EXTREMELY IMPORTANT!!! Tables must be draped to the ground. The more attractive your booth, the better you will sell.
2. Boxes, wrapping papers, bags, and general clutter MUST be concealed from view. Trailers may not be parked within exhibiting area unless they are an integral

part of the display. They cannot be used for storage only. Vehicles cannot be part of a booth display.

Exhibitor Services

1. There will be security, however, the festival makes no guarantees and assumes no responsibility for loss, breakage, etc. Items should be removed at closing.
2. Electric service is available and may be contracted in advance.
3. A continental breakfast of orange juice, coffee, and pastry will be provided on Saturday morning.
4. The Ravenna Railroad Festival Committee will be available at all times to help.
5. Welcome packets containing, booth assignment, a nametag, breakfast ticket, parking information, etc. will be given during check-in at the festival Saturday morning.
6. Promotion will include press releases to regional newspapers, radio stations, magazines, television stations, websites, and Kentucky Arts Council.
7. Parking will be available near the booth area.
8. Civic organizations and individuals will operate concessions in the food court.

(This is your copy to keep for reference.)

2018 RAVENNA RAILROAD FESTIVAL BOOTH APPLICATION

Group/Business Name: _____ Person Responsible: _____

Mailing Address: _____ E-mail address: _____

City: _____ State : _____ Zip: _____

Phone: (Day)_____ (Evening)_____

Phone number of someone, a relative or neighbor, who may be reached in the event of an emergency: Name _____ Phone # _____

CHECK APPROPRIATE BOX (ES). Returning Exhibitor: Yes_____ No_____

TYPE OF ITEMS TO BE SOLD OR DISPLAYED:

Baked Goods_____ Educational_____ Game_____ Health_____ Other_____

I WILL EXHIBIT ON : Saturday_____

DESCRIBE ITEMS YOU PLAN TO DISPLAY OR SELL. _____

BOOTH SIZES & FEES: (Make checks payable to Ravenna Railroad Festival)

20' x 10' ELECTRIC Type needed: 110 or 220 #_____ @ \$60 = _____

20' x 10" NON-ELECTRIC #_____ @ \$50 = _____

10' x 10' NON-ELECTRIC #_____ @ \$30 = _____

Amount enclosed: _____

By Sept. 4, return application, cash or check/money order, and photographs (if a new vendor applicant) to: Ravenna City Hall, Railroad Festival Booth Registration, 620 Main Street, Ravenna, KY 40472.

Disclaimer: I understand that there are inherent risks involved in participating in the festival and that I will assume all risks and hazards incidental to such participation and we do hereby waive, release, absolve, indemnify, and agree to hold blameless the city of Ravenna, organizers, supervisors, participants, and staff personnel.

SIGNATURE: _____ DATE: _____

For office use: Date registration application received _____ Cash or check/money order # _____ Booth assigned _____