



Elkhorn City Night Market Vendor Application

This vendor application is for the market to be held on **Friday, August 31st, 2018** on Main Street in Elkhorn City, KY from 6 pm - 10 pm. This application must be completed and mailed with payment to Pike County Extension Fine Arts at 148 Trivette Dr., Pikeville, KY 41501 and received / postmarked no later than **Friday, August 24th, 2018**.

Late applications will require a \$5 late fee.

PAYMENTS = Checks: Artists Collaborative Theatre PayPal: kristy.stevens@uky.edu

Name: (also include shop name if applicable)

Phone: (please list at least two numbers)

E-mail Address:

Mailing Address:

Vendor Type:

Artist / Business / Other
NON-cooking (\$25)
Food Truck / Cooking (\$50)

Tent Rental:

One tent (\$15)
Two tents (\$30)
I do not need a tent

Electricity Needed?

Yes (NEED)
Yes (WANT)
No

Brief description of items to be sold:

www.ACT4.org/NightMarket | facebook.com/ACTheatre1

For more info or assistance, please message us on Facebook or contact emilyknelson@uky.edu.

Elkhorn City Night Market Terms and Conditions

Below you will find the vendor terms and conditions of the Elkhorn City Night Market presented by Artists Collaborative Theatre (ACT) in coordination with Pike County Extension Fine Arts. By submitting an application you agree to all terms and conditions outlined below. If a vendor violates any of these policies, we reserve the right to restrict them from participating in future markets. If you have any questions, please contact ACT at facebook.com/ACTTheatre1 or email emilynelson@uky.edu.

FEES & INVOICING

- \$25 - Artists / Businesses / Other NON-cooking -OR-
- \$50 - Food Trucks / COOKING (max. 3 food vendors per event, prohibits the sale of alcohol)
- \$15 each for rental of a 10x10 tent (limit two tents per vendor)

All fees should be mailed along with application to Pike County Extension Fine Arts, 148 Trivette Dr., Pikeville, KY 41501 and received/postmarked by Friday, August 24th, 2018. Checks should be made payable to Artists Collaborative Theatre. Payments may also be made via PayPal to kristy.stevens@uky.edu. Late applications will require a \$5 late fee. Any vendors with outstanding fees from previous markets cannot participate in any future markets until all fees have been paid.

VENDOR TIER SYSTEM

Our primary goal is to promote local business and tourism. Therefore, the Night Market committee has established two tiers of vendor acceptance. **TIER ONE** includes homegrown/handcrafted items or local businesses. These vendor types will obtain booth space first before other vendor types. After Friday, August 10th, booth space will open to **TIER TWO** vendors, including independent consultants (i.e. Lula Roe, Avon, Perfectly Posh, etc.). Anyone may submit an application before this point for consideration, but please be aware of the possible waiting period. Checks will be held until booth space is obtained.

CANCELLATION POLICY

Vendors have until **Sunday, August 26th, 2018** to cancel and receive a full refund. Vendors that cancel after that date will not be eligible for a refund. Vendors are expected to contact us directly regarding cancellations regardless of the cancellation deadline stated in the application.

VENDOR RESPONSIBILITIES

- Vendors are allotted a 10x10 vendor space, with the exception of food trucks
- Vendors are responsible for bringing their own materials, including tables, lights, chairs, etc.
- All vendors are required to bring their own extension cords and surge protector
- Vendors are required to secure any and all permits required for their booth, if needed

WHAT IS NOT ALLOWED

- Tier 1 vendors are not allowed to be associated with any national or franchised chain establishment
- Sale of illicit materials is not allowed
- Sale of alcoholic beverages is not allowed
- Vendors are not permitted to park their cars on the street
- Vendors who leave trash behind at their site will be restricted from participating in future markets

GOOD VENDOR BEHAVIOR

The day of the Night Market can get stressful and hectic, specifically during vendor setup. The Night Market takes an immense amount of time and people-power to achieve and therefore ACT and Elkhorn City volunteers have likely been on the street for many hours. We ask all vendors be respectful of the following guidelines in order to make the experience positive for everyone:

- Be respectful of ACT volunteers and fellow vendors
- Be on time to your scheduled setup time and be cooperative and respectful when setting up your booth
- Please leave your area of the street better than you found it, taking all materials with you

RAIN PLAN

In case of rain, market coordinators will provide notice to vendors 24 hours before the market with a rain plan.

POST-MARKET EVALUATIONS & OTHER FINE PRINT

We want to make this a great experience for our vendors. To do this, vendors will be asked to fill out a post-evaluation form. This information will be used to analyze the market and identify ways to improve how the market functions. These forms will be sent out via e-mail by Artists Collaborative Theatre in the week following the market.

Vendor reservations are on a first come, first served basis. We aim for our event to represent diversity within Appalachia. The Elkhorn City Night Market values all of its vendors, guests, and volunteers. Additionally, Artists Collaborative Theatre, Pike County Extension Fine Arts, nor Elkhorn City, KY are held reliable for any lost, stolen, or damaged goods. If in the event conflict arises, please alert an ACT volunteer or official immediately.

Thanks for reading to the end and welcome to the Elkhorn City Night Market family!