



## 2019 Vendor Information

### Festival Overview

Kentucky's Edge is a two-day bourbon conference and festival in Northern Kentucky. To be successful, we need high quality food and merchandise vendors. Hopefully, that's YOU!

We're sure you have a lot of questions, so please take a few minutes to read this document before sending questions or registering for consideration online.

### Festival Location, Dates and Times

Northern Kentucky

Various Locations in Covington & Newport

- Friday, October 4 – The Artisan Market opens at noon and other activities and events open throughout the day.
- Saturday, October 5 – The Artisan Market, Free Music Fest as well as the Block Party start at noon.

### Festival Attendance

We anticipate 20,000+ people per day in the four "activation" areas: The Free Music Fest along the river just east of Clay Wade Bailey Bridge, the Block Party at Roebling Point, the KY Artisan Market at Mainstrasse, and the Entertainment District on Seventh between Madison and Washington.

### Selection Process

- Friday, June 7 – Online submissions close.
- Vendor notification begins the following week.
  - All vendors will be notified of their status by Friday, June 21.

Your submission does NOT guarantee an invitation. After you receive your invitation, you have three (3) business days to accept. If you do not respond, you will forfeit your invitation.

### Paperwork

Once you've accepted your invitation, you must complete your paperwork as well as pay your e-invoice in five (5) days:

- Signed contract.
- Payment in full.
- Extra requests (e.g., power, water, etc.) and payment for these requests.
- Certificate of Insurance

You will also have to provide a certificate of insurance by Friday, July 26.

## Certificate of Insurance

Each vendor will be required to carry Commercial Liability Insurance provided by a Primary Commercial Liability or in combination with a Commercial Umbrella Liability policy in the minimum amount of \$2,000,000 (\$1,000,000 for non-food) for Bodily Injury or Property Damage Liability Combined. The following must be named additionally insureds (excluding Workers' Compensation): City of Covington, NKY Chamber, NKY Event Fund, and ESK Presents LLC. All insurance policies must include a "Waiver of Subrogation" endorsement in favor of all additional insured listed above. A copy of this policy must be submitted by Friday, July 26.

## Vendor Options & Fees

### Non-Food

Size + Number of Workers	Music Fest	Block Party
10'x10' space + up to 2 worker badges	\$500	\$500
10'x20' space + up to 4 worker badges	\$750	\$750
20'x20' Space + up to 4 worker badges	\$1,000	\$1,000

***Want multiple locations? Get 10% off a second location and 25% of a third location of lesser or equal value!***

### Food

Size + Number of Workers	Music Fest	Block Party	KY Artisan Market
10'x10' Space/Cart + up to 2 worker badges	\$1,000	\$1,000	\$750
Food Truck + up to 6 worker badges	\$1,500	\$1,500	\$1,125
10'x20' Space + up to 8 worker badges	\$1,500	\$1,500	\$1,125
20'x20' Space + up to 6 worker badges	\$2,000	\$2,000	\$1,500

***Want multiple locations? Get 10% off a second location and 25% of a third location of lesser or equal value!***

### Fees Include

- Festival booth (no side walls), counter/table, two (2) chairs, lighting, one (1) 110V 20-amp circuit and garbage receptacle. You can upgrade to a tent and/or your electric for an additional charge.
- Parking is not included; however, there is a load-in area that can be used to bring in product throughout the day.

## Booth Support

The festival will sell propane at the beginning of each day and ice throughout the day. Please let us know in advance if you need any of these services.

## Load-in and Load-out

- Wednesday, September 30 – Assigned booth and load-in time.
- Thursday, October 3 – Load-in (per assigned time).
- Saturday, October 5 – Load-out begins at end of event.

**Important!** Mobile trucks cannot leave event ground until load-out on Saturday evening.

## Product Guidelines

- Vendors can only sell what has been approved by the festival. The other side of this is vendors cannot give away any item. Food vendors can't give away merch (t-shirts, hats, etc.) and merch vendors can't give away food and water. If there is an item that we cannot permit, we will notify you before you sign the contract and pay your fees.
- Vendors cannot sell beverages except for non-bottled coffee or tea.
- Vendors may not sell any item with the Kentucky's Edge logo. Additionally, vendors may not sell any item with the name or image of any act performing at the festival. Drug paraphernalia, weapons or studded jewelry of any kind is also prohibited.

## Food Vendor Guidelines

- Vendors will be allowed to offer 3-5 individually priced and unique items. Food items should allow for quick preparation to accommodate the large crowds. The goal of Kentucky's Edge is great food and fast service at a reasonable price.
- Rolled roofing must be placed under all food booths. In addition, plywood and roll roofing must be placed under all grills, cooking equipment and grease/gray water containers.
- Vendors are responsible for transporting grease, coals, and grey water to the pre-determined disposal site.
- Cleaning of cooking equipment is to be done off site.
- Cooking vendors must provide their own fire extinguisher approved by the Fire Department.

## Eco-Friendly

We ask our vendors to be as eco-friendly as possible. Some of the ways to do this:

- Plastic bags to a minimum and **Styrofoam is prohibited.**
- Serving containers and paper napkins must be compostable.
- Cups must be #1 recyclable or compostable.
- Focus on finger foods so cutlery is not needed. If you do use cutlery, make it eco-friendly.
- Avoid condiments in packets and use squeezable bottles or 'pumps'.
- Vendors must use non-toxic cleansers.
- We strongly encourage sourcing all supplies and food **LOCALLY.**
- Finally, please break down cardboard boxes and leave behind your booth so we can recycle.

## Rules & Regulations

- Kentucky's Edge is a rain or shine event and fees are not refundable.
- You must secure a proper health permit from the Northern Kentucky Health Department. Begin this process no later than 30-day before the festival. If you fail to do so and are not allowed to vend, you will not receive a refund.
- You must secure a permit from the Covington Fire Department if cooking at the event site. Begin this process no later than 30-days before the festival. If you fail to do so and you not allowed to vend, you will not receive a refund.
- Booth space may not be subleased or combined with a business other than the company doing-business-as (DBA) named on the application and contract. This includes other operating business owned under the same corporation operating under a different DBA.
- No soliciting of festival patrons by use of bull horns, oral solicitation, customer incentives or perceived added value in exchange for business. This behavior is grounds for immediate dismissal and you will not receive a refund.
- No motorized vehicles are permitted during event hours. We recommend using dollies, carts, etc. If pre-arranged, vendors may be able to leverage festival golf carts.
- Overnight security is provided, but Kentucky's Edge is not liable for theft or damage to equipment and/or inventory when vendor booths are not attended by vendor staff.
- Staff credentials are non-transferable and are to be used by working staff only.
- Distribution of stickers is prohibited.