



**Application Deadline: June 1, 2018\***  
**Notification of Acceptance: June 30, 2018**  
**Prospectus/Agreement**

**Location:**

The Eastbridge Arts Festival @ The Mount will be held on the grounds of the Ursuline Sisters of Mount Saint Joseph in Maple Mount, Kentucky located just outside of Owensboro, Kentucky.

**2018 Event Date and Times:**

Saturday, September 8<sup>th</sup> - 10:00 a.m. to 6:00 p.m.

Sunday, September 9<sup>th</sup> - 10:00 a.m. to 5:00 p.m.

**Vendor Check-In:**

Friday, September 7<sup>th</sup> - 3:00 pm to 7:00 pm

Saturday, September 8<sup>th</sup> - 6:30 am to 9:00 am\*\*

**Vendor Load Out:**

Food vendors may begin packing up at 5:00 pm on Sunday and cars will be allowed in the loading areas at 5:30.

**Advertising/Marketing:**

- Eastbridge Arts Festival @ The Mount and event sponsor the Ursuline Sisters of Mount Saint Joseph advertising and marketing will provide advertising and marketing throughout the region via print, radio, television, social media and festival and sponsor websites.

**Eligibility and Rules:**

- The number of food vendors will be limited by their menu. Applications will be reviewed as received and accepted or rejected on first come first served basis.
- Vendors must be present during the entire event and must personally staff the exhibit space.
- Individual generators must be used unless power is made available.
- Only food specified in the contract may be sold.
- Any vendor closing their booth prior to the end of the festival will not be permitted to return the following day or in subsequent years.
- Booth sharing by Food Vendors is **not** permitted.
- Food Vendors shall have appropriate license, insurance, and local health department permits.
- We prefer that you leave pets at home.
- Vendors will assume **all** responsibility for his/her products, throughout (24/7) the whole event.
- Vendors agree to indemnify and hold harmless Ursuline Sisters of Mount Saint Joseph, Eastbridge Arts Festival @ The Mount, and all volunteers for any damage, lost or injury resulting from vendors participation in the event. ^
- All participants agree that nothing offensive in nature shall be displayed or exhibited during the Festival that would conflict with the mission and vision of The Ursuline Sisters of Mount Saint Joseph. The Event sponsor shall be the sole arbiter and may reject any art or exhibits that would harm the mission.

**Booths/Space Guidelines and Fees:**

- Food and Snack Vendors booth structures and tents **MUST** be white, and no larger than 10' x 10' or 10' x 20' depending on request space size. Tents must have sides for overnight weather protection.+

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## Booths/Space Guidelines and Fees:

- Food Trucks/Trailers spaces are 10' x 20'. Any Food Vendor whose set up extends beyond the booth specification will be charged \$10.00 per foot.
- You MUST stake and weight your tent. Be prepared for wind and all types of weather.
- Vendors are responsible for providing all booth structures, racks, tables, chairs and other fixtures suitable for outdoor use.
- Vendors will cooperate in keeping the Food booth/truck area clean.
- Booth assignments are at the sole discretion of the festival and are not interchangeable. Eastbridge Arts Festival @ The Mount will attempt to honor specific space requests; however, we make no guarantees.
- Vendor will NOT receive booth/space numbers until they arrive for check-in.
- Electricity is available to vendors for \$30, however space is limited. Artists must request electricity when submitting application.

## Application Requirements and Fee

- All information must be original and current.
- The following fees must be enclosed in application
  - ✓ \$25.00 non-refundable application fee
  - ✓ Amount of requested booth space\*
  - ✓ \$30.00 Electricity services - Space limited\*\*
- Must submit images of your product and if applicable one image of your Food Truck/Trailer Photo in the application. Images can be accepted in the form of:
  - ✓ CD or flash-drive with your images - Mail with application<sup>^</sup>
  - ✓ Email images to - [eastbridge-at-themount@maplemount.org](mailto:eastbridge-at-themount@maplemount.org).
  - ✓ Printed images - Mail with application

**Your application will not be considered without all images and payment of fees.**

## Cancellation/Refunds:

- Vendors who do not show and do not cancel will not be re-invited.
- Checks for Booth fees will be returned promptly to artists not accepted.

## Endnotes:

<sup>\*</sup>Applications may be accepted after June 1, 2018 as space allows until 08/31/2018. In that event, an additional \$25 late application fee will apply. This does NOT guarantee acceptance, as artists will still be juried.

<sup>\*\*</sup>Keep in mind that NO cars will be allowed in the loading areas after 9:00 a.m. Saturday; please plan accordingly. No cars on the grass at any time, except for marked parking areas.

<sup>\*\*\*</sup>You will be charged a \$15.00 rental fee if booth tent is not white.

<sup>^</sup>There will be overnight security, but you are still responsible for any damages or loss items.

<sup>^^</sup>Please submit a check for the non-refundable application fee and a second check for booth fee and electricity.

<sup>\*</sup>You will be refunded if not selected

<sup>\*\*</sup>You will be refunded if we are unable to honor the request.

<sup>^</sup>If you submit CD or flash drive it will not be returned.

Send application and other information to:

Eastbridge Arts Festival at the Mount  
8001 Cummings Road  
Maple Mount, KY 42356

Questions or concerns? We are here to help! Please let us know if you need assistance with any aspects of the application.

Betsy Jo Mullins | Maggie Matsko  
[eastbridge-at-themount@maplemount.org](mailto:eastbridge-at-themount@maplemount.org)  
tel: 270-973-1810

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Event Sponsored by:



**Ursuline Sisters**  
of Mount Saint Joseph



**Food Vendor Application**  
**Eastbridge Arts Festival @ The Mount**  
**Sponsored by the Ursuline Sisters of Mount Saint Joseph**  
**September 8<sup>th</sup> and 9<sup>th</sup>, 2018**

Owner's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_ Facebook: \_\_\_\_\_  
Instagram: \_\_\_\_\_ LinkedIn: \_\_\_\_\_

**Type of Food/Drinks and Menu**

Detailed description of your specific menu:

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**Menu Prices**

Price of your most frequently sold menu item:

Lowest Price Menu Item:

Highest Price Menu Item:

If you have a 6-digit KY State Sale License please provide number:

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**Booth/Space Rental fees and add-ons**

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|--|--|
| <input type="checkbox"/> \$100 - 10x10 booth rental fee              | <input type="checkbox"/> \$100 - 10x10 Space fee for food truck/trailer      |
| <input type="checkbox"/> \$150 - 10x20 booth rental fee              | <input type="checkbox"/> \$150 - Flat rate for food truck/trailer over 10x10 |
| <input type="checkbox"/> \$30 - electricity services - space limited |  |

**Application Check List**

- I have completed all fields on the application and saved a copy for my records.
- I am including all images that comply with the requirements in the prospectus.
- I am including a detailed description of specific menu items and prices.
- I am including a check for non-refundable \$25.00 application fee
- I am including a check in the amount of my requested booth fee.

By signing this document I acknowledge that failure to comply with the Guidelines and Rules stated in this Prospectus may result in my dismissal from the Festival and/or my being prohibited from future participation.

Signature

Date