



2023 Civic Row Application

\$50.00 (per booth) for all non-profit organizations

- **ELECTRICITY IS NOT AVAILABLE IN THE CIVIC ROW.**
- **ABSOLUTELY NO:** food, prepared or unprepared; used clothing, sexually explicit materials, fireworks, firecrackers, explosives, num chucks, butterfly knives, stink bombs, silly string, fart spray, colored hairspray and no non-powder guns, including BB, airsoft and pellet. Dangerous items or items of an offensive nature will NOT be permitted. **NO GUNS THAT IMITATE REAL WEAPONS OR FAKE WEAPONS WILL BE ALLOWED. ANY VIOLATION WILL RESULT IN LOSS OF BOOTH PRIVILEGES AND REMOVAL FROM CIVIC ROW.**
- Weapons or other items to be raffled or given away must be approved by the Chamber of Commerce.
- **APPLICATION DEADLINE:** Application must be received by Monday, September 11, 2023 to insure the same space as previous year. **NO EXCEPTIONS!** Any application received after the above deadline will be assigned on a first come basis. **There will not be any switching of booths once your booth has been assigned! IF YOU SHOW UP FRIDAY SEPTEMBER 22nd OR SATURDAY SEPTEMBER 23rd (and have not registered) YOUR BOOTH FEE WILL BE \$200 AND YOU WILL BE PLACED IN THE FIRST AVAILABLE BOOTH SPACE. NO EXCEPTIONS!!!!**
- **REFUNDS:** Refund requests must be in written form prior to September 1st for reimbursement. Refunds will be reimbursed at 95% of all fees collected. Cancellations after September 1st will receive a refund only if the reserved booth is rented to another vendor.
- **RESERVATIONS:** Civic Row Chairperson and the Ham Days Committee reserve the right to reject any exhibitor they feel is inappropriate for that area. Any such exhibitor will be required to leave and no refund will be given.
- **NO ITEMS CAN BE SOLD WITH THE HAM DAYS NAME OR LOGO.**
- **ANIMALS:** In agreement with the Humane Society, there will be no selling or giving away live animals.
- **PETS:** With the exception of Service Dogs (dogs working for the blind or police); **NO PETS WILL BE ALLOWED LEASHED, CAGED OR OTHERWISE PER CITY OF LEBANON ORDINANCE!**
- **RENTED AREA:** All vehicles and tables **MUST** be inside your designated rental space **ONLY**.
- **SET-UP:** Chairpersons will welcome vendors on **Friday, September 22nd from 5:00 pm to 8pm (eastern)**. You must check-in with the chairpersons **before** entering the Civic Row Area. **All vendors must be set-up by 9:00 am both Saturday & Sunday.**
- **BREAKDOWN:** All vendors must close by dusk on Saturday and **4:00 pm on Sunday**.
- **PARKING:** PLEASE OBSERVE "NO PARKING" SIGNS ON PUBLIC THOROUGHFARES. VIOLATORS WILL BE TOWED.
- **SALES TAX:** Each Exhibitor is responsible for his/her own Kentucky Sales Tax.
- **BOOTH LOCATION:** Civic Row location is hoped to be the same but is subject to change without notification.
- **BOOTH SIZE:** Each booth space is 12' wide and 10' deep and your tent must be set-up

Annual Marion County Country Ham Days Civic Row Application



Organization _____

Contact Person _____

Address _____

City _____ State _____ Zip _____ Contact # _____

Email _____

Number of Spaces _____ (\$50 per 12' x 10' space)

Chamber members receive a \$25 discount on one booth. Additional booths at regular price.

Total Amount Enclosed \$ _____

Describe Items To Be Sold or Given Away(Please be specific)

Payment information: Check Amount _____ Check #: _____

Visa _____ Master Card _____ Discover _____ Other _____ Credit Card # _____

Exp. Date _____ Security Code _____ Zip Code of Card Holder _____

SIGNATURE (required): _____ Date: _____

I HAVE READ AND FULLY UNDERSTAND ALL RULES PERTAINING TO THE MARION COUNTY COUNTRY HAM DAYS CIVIC ROW AREA AND AGREE TO ABIDE BY THESE RULES.

Signature: _____ Date: _____

Return Application and Required Fee By September 6 to:
Marion County Chamber of Commerce
239 N. Spalding Avenue
Suite 201
Lebanon, KY 40033

Booth Space Information:

- Exhibitors must provide their own tent, as well as their own tables, chairs, display screens, etc., and all must be contained within the assigned booth space.
- All tents must have weighted tie-downs to prevent tents from blowing over and injuring vendors and guests. No stakes are allowed in the ground or street.
- Booth must be manned the entire duration of the festival: 9am-5 p.m. Saturday and 9a.m. - 4 p.m. Sunday and you are responsible for keeping your area
- Booths must be completely set up, with all vehicles removed from the streets, by 9 a.m. both days.
- No booths may be removed before 4 p.m. Sunday. All booths must be completely removed Sunday evening following the festival after 4 p.m.

Security: The festival is not responsible for any damage, theft, fire, loss or injury of any nature to the exhibitor, employees, goods, property, or any loss to third parties due to exhibitors' acts of omissions, or any force of nature. While security officers will be roaming the premises overnight, it is suggested that all valuables be removed.