



Dear Merchant/Organization,

The Heart of Danville is excited to present the first ever Harvest & Heritage Festival! This fundraising event will be held on **Saturday, September 24, 2016 from 5:30-10 p.m.** on Main Street! This letter is to invite you to apply for participation in this event. We are looking for businesses or organizations who would like to have a food booth for this event. We would like foods to be seasonally themed and/or locally sourced and will need to be approved by our Planning Committee. We are trying not to have duplicate food options, so submit your application ASAP! Downtown Danville businesses and Heart of Danville member organizations will be given priority. The only cost to you is a \$50 non-refundable fee due with your application by the deadline of **FRIDAY, SEPTEMBER 2**.

In accordance with the new City ordinance all vendors will be required to pay a \$25 vendor fee unless you hold a business license in the City of Danville or are a registered 501(c)3 non-profit organization. If the new ordinance does not impact you then submit the \$25 fee. If you are not a non-profit organization or do not hold a business license in Danville please submit a \$50 non-refundable fee to cover your vendor fees for both the festival and the City of Danville. All proceeds of your sales at the festival will be yours to keep!

Below are some answers to FAQ:

\*This offer is on a first come, first serve basis. Applications received by the **FRIDAY, SEPTEMBER 2** will be reviewed.

\*Other vendor responsibilities include but are not limited to: tables, chairs, plates, utensils, napkins, condiments, etc. and the manpower and cash/change to run your booth. You may sell non-alcoholic drinks (soda, water, etc)

\*Please provide signage for your booth, as well as table coverings and any decorations.

\*A copy of your Liability Insurance showing one million in coverage is required to participate.

\*Main St. between 3<sup>rd</sup> and 4<sup>th</sup> will be closed to traffic for the event. You must arrive to the area to setup between 1-3 pm and must be ready to serve for the start of the event at 5:30 pm. Event ends at 10pm and everything must be cleared by 11pm. Other logistical information will be provided after approval of application.

We are requesting that you submit 2-3 Food options from which to choose. We want to avoid duplicate dishes and be able to provide a wide variety of foods. Thank you!

**DEADLINE FOR APPLICATION AND \$50 FEE IS FRIDAY, AUGUST 28, 2015!!!**

Nick Wade, Heart of Danville Projects Manager  
Phone: 236-7794 or 2361 Fax: 236-9134 [projects@downtowndanville.com](mailto:projects@downtowndanville.com)

# Heart of Danville's Harvest & Heritage Festival

## Food Vendor Application 2016

**Restaurant/Caterer/Organization:**

**Address:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## \*\*\*\*\*Food

### **Options (up to 3 dishes/items)**

## Cost per item:

**Please describe your booth setup ? (tent/trailer/tables, etc)**

**Do you need electric?**  Yes  No

If yes, please specify needs :

*(Please realize there is VERY LIMITED electricity, so the less needed, the better. And please- no fryers, if possible, unless you have your own quiet generator)*

**Please return this form and \$50 by FRIDAY, SEPTEMBER 2<sup>nd</sup> to the following:**

**Heart of Danville** **(Make checks payable to Heart of Danville)**

Att: Nick Wade

**(Make checks payable to Heart of Danville)**

Att: Nick Wade

## 105 E Walnut

## Danville KY 4

## Signature

## Signature