

— O D D F E L L O W S —
MARKET

FRANKFORT • KENTUCKY

ODDFELLOWS MARKET VENDOR APPLICATION:

Business Name _____

Frankfort Business License # _____

Business Type: Non-Profit Artist/Business Dessert/Beverage Food Truck

Proprietor Name Last: _____ First: _____

Email: _____

All primary Market correspondence will be conducted via email. If you need alternative arrangements to communicate, please indicate so here.

Primary Phone: () _____ - _____ Alt Phone : () _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Please note, vendors must present a current local business license with their Vendor application to be considered for the event.

City of Frankfort Business licenses info may be acquired at:

www.frankfort.ky.gov/Departments/Finance/finance.html

For more information or questions about The Market, please contact us by email at:

frankfortmarket@gmail.com

Please submit this application to our mailbox at
113 Bridge Street, Frankfort, KY 40601

or email: frankfortmarket@gmail.com
www.frankfortmarketky.com

Select the Market dates to participate: (Please note we may only approved applications for Markets within 90 days of their event. Per City of Frankfort regulations, we cannot confirm event road closures sooner than 90 days of their date, those who request later Market dates will be invoiced following approval of the event application., selecting a Market date does not guarantee participation in the event)

May 31

June 28

July 26

August 30

***Sept 27 Rain Date**

Tell us about your business and type of merchandise you will be vending:

By completing and signing this form I agree to all terms and conditions of The Market as set forth in this document.

Instagram: _____ Facebook: _____ Signature: _____

ODDFELLOWS MARKET VENDOR TERMS AND CONDITIONS

Here you will find the terms and conditions of vending at the Odd Fellows Market of Frankfort. By completing and submitting an application, you agree to all terms and conditions outlined in this form. If any vendor should violate any of these terms, we the organizers of The Market reserve the right to restrict vending at any market. Vendors will be scheduled for booth locations according to the order applications are received.

FEES & INVOICING

\$25 Local Business/Artist

\$50 Local Desserts/Beverages

\$75 Local Food Trucks/Carts/Booths

\$50 Business Artists

\$75 Desserts/Beverages

\$100 Food Trucks/Carts/Booths

***Non-profits –reserved booths will be dedicated for local non-profits at each Market free of charge.**

Invoices for vendors will be sent out on Monday, two weeks prior to the Market. Each invoice will include:

-Date and Time of the Market

-Consequences for lack of payment

-Vendor Fee amount and deadline for payment

-Reminder of cancellation policy

The lack of payment by deadline will result in a \$25 late fee and or cancellation of the vendors booking, at the discretion of the organizers. Adjusted invoices will be resent to the vendor, or notice of cancellation. Any vendor with outstanding fees from a previous Market cannot participate in any future market until payment has been made in full.

CANCELLATION POLICY: Vendors may cancel their booking until 5:00pm the Friday before the week of the Market and receive a full refund of their fee. Vendors that cancel after the deadline will not receive a refund of their fee. Vendors are expected to contact a coordinator to inform them of cancellations regardless of the cancellation deadline.

VENDOR RESPONSIBILITIES

- Each vendor will be allotted a 10'x10' booth space, with the exception of food trucks.
- Vendors are responsible for providing all their own materials, including tent, tables, lights, and chairs, etc.
- All vendors are required to bring their own extension cord and surge protector. (please note power access is very limited, please let us know if you require an electrical connection)
- Vendors are required to secure and provide organizers any and all permits required for their booth, if needed.
- *note a valid local business license is required for set up and certificate of insurance may also be required.

Permitted Vending

- Vendors are not allowed to be associated with any national or franchised chain establishments.
- Sale of illicit, profane and/or indecent material is not allowed.
- Sale of alcoholic beverages is not allowed, with the exception our beer sponsor.
- Vendors are not permitted to bring cars onto the street, except food trucks.
- Vendors must remove their trash and leave their site in the condition it was found, those who leave trash behind at their site will be restricted from participating in the next Market.

GOOD VENDOR BEHAVIOR

- The Market takes a great amount of time and many dedicated volunteers to coordinate. We ask that vendors be respectful, and follow these guidelines in order to make the experience positive for everyone.
- Please respectful of the organizers, volunteers and other vendors.
- Please be on time to your scheduled setup time and be cooperative as instructed when setting up your booth.
- Please be honest with your reporting. We will depend on honest follow-up to improve the market.

RAIN PLAN: In the event of a rain or other weather related delay, the market may be rescheduled for another date. Typically, if cancelled, the Market will be held on the next regularly scheduled monthly date due to difficulties in assuring vendor availability on alternative times. If the market is cancelled vendor fees will be remitted September 29 is set as a rain date for any cancelled event.

POST-MARKET EVALUATIONS: We want to make the Market a great experience for everyone. To accomplish this, we ask vendors to complete a post-market evaluation. This information will be used to address shortcoming to improve future Markets for everyone. These forms will be sent by email to each vendor the Monday following the Market. Vendors are expected to complete the form by the following Friday and return them by email. A reminder email will be sent out on the morning of the due date. Failure to complete this form may result in the vendor's participation in a future market. If you have problems completing the form by email, we will work with you to complete the survey.

Thank you for applying to be a vendor at The Market. Please note submission of an application does not guarantee a spot in an upcoming market. A coordinator will be in touch with you within two weeks regarding availability in upcoming markets, Thank you!