



# *Día de los Muertos Vendor Packet & Application*

**Friday, November 1, 2019 - 5pm-10pm  
South 4th Street  
Terms, Agreements & Rules of Participation**

**THIS APPLICATION IS VALID FOR THE 2019 DIA DE LOS MUERTOS LOUISVILLE FESTIVAL ONLY. YOUR SUBMISSION SIGNIFIES YOUR UNDERSTANDING, ACCEPTANCE OF, AND AGREEMENT TO ABIDE BY THE RULES OF PARTICIPATION AND THE GENERAL POLICIES OF DIA DE LOS MUERTOS LOUISVILLE FESTIVAL. WE RESERVE THE RIGHT TO ACCEPT OR REJECT ANY NEW OR RETURNING VENDORS.**

## **ADDITIONAL RULES OF PARTICIPATION**

- General Security is provided for displays only during the hours the festival is operational. South 4th Street is a downtown street district. Reasonable precautions should be taken to ensure the safety of you and your property. All work hibited is at the vendors own risk. It is recommended that each exhibitor obtain general liability insurance, as the festival insurance does NOT extend coverage for exhibit damage or bodily injury.
- Accepted vendors are asked to remain open during the duration of the festival.
- Food vendors must have all appropriate Health Department Permits and Licenses. If asked, vendor must present paperwork to DDLML Festival staff.
- DDLML Festival planning committee reserves the right to change an exhibitor's location if it deemed necessary. The vendors full cooperation is expected.

## **NOT Permitted**

- Vendors may not deface or nail anything to light poles, street signs, sidewalks, or pavement. Weights are required to hold down tents - No Stakes.

- Sale or swap of explosives, firearms, ammunition, flammables, knives
- Sale or swap of alcoholic beverages
- Sale or swap of any obscure or pornographic nature material
- Sale or swap of any live animals
- Sale or swap of any and all tobacco products
- Sale or swap of illegally duplicated/pirated products (e.g. DVDs, CDs, etc.)
- Vendors are responsible for all sales tax
- Each seller is required to keep his or her area clean. No one is permitted to leave any discarded merchandise, boxes, carton or trash around the grounds.
- Please make copies of this application for your files.
- DDLML Festival may ask for photos of products from accepted applicants, these photos can be used for promotions associated with DDLML Festival unless otherwise stated in writing by the applicant. Photos will also be taken at the festival and used for future communications and marketing.

### **Festival Overview**

- The festival will take place surrounding South Fourth Street between Chestnut Street and Guthrie Streets. Entertainment will be placed on either end of the festival. Vendors will be placed outlining the road between aforementioned streets. DDLML planning committee reserves the rights to reconfigure the festival layout without notice (unforeseen circumstances, safety reasons, etc.)
- **PARKING:** Street Parking available throughout surround downtown areas. Metered parking is free after 6pm. There is no parking within the festival. There are surface lot parking locations on 3rd Street and 5th Street as well as garage parking located at The Henry Clay and 5th Street Garage.
- **BOOTH SPACE:** We will provide a 10x10 vendor space. Tents must be weighted down - not staked, There is no running water available, Electricity is made available with registration and \$20 fee, you must provide your own tent, table and chairs. Unless otherwise communicated and rented. Battery Powered lighting is acceptable.
- **SET-UP AND TEAR DOWN:** Vendor are recommended to print their confirmation emails or have them readily available on their phones. Set up will begin at (TBD) day of the event, no vendors are allowed to set up until then. We will communicate with accepted vendors regularly leading up to the event with additional details and info.
- **CANCELLATIONS/REFUNDS:** Cancellations must be communicated 2 weeks in advance (by October 18th 2019) for a full refund. No refunds will be given past October 13th for cancellations.

- Dia de los Muertos Festival is rain or shine - a rain plan will be communicated.

#### AGREEMENT & LIABILITY

As a vendor, you agree not to hold Louisville Downtown Partnership, Republic Bank First Friday Hop, Louisville Metro Government, Louisville Downtown Management District, Louisville Downtown Development Corporation, or any of its subsidiaries or partners, or anyone employed by any of the aforementioned entities responsible for any lost, damaged or stolen articles on market dates and further agree not to hold any of the aforementioned entities or persons responsible for any accidents or personal injury, should they occur. By filling out this form you agree to all guidelines and liability policies set forth herein this document. This agreement between Louisville Metro Government, Louisville Downtown Management District, Louisville Downtown Development Corporation and you, the vendor, will be binding on both parties.

#### CONTACT INFORMATION:

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