



OLDHAM COUNTY DAY BOOTH APPLICATION

Be Kind
July 16, 2022

Dear Oldham County Day Participant,

Oldham County Day is a wonderful day to celebrate Oldham County with our residents and visitors. Due to construction on the courthouse lawn, we will not have lawn access. Please follow all instructions to ensure the day runs smoothly for everyone. Thanks again from the Project Guild of LaGrange.

Payment:

1. Complete the application in its entirety and return it with a check or money order.
2. Make the check payable to **Project Guild of La Grange**.

Mail to:

**Project Guild of La Grange, Inc.
OC. Day Booths
P.O. Box 31
La Grange, KY 40031**

IF APPLICATION IS MAILED AFTER JUNE 1st, add \$10.00 for each booth space.

Please note the following

Canopies **MUST NOT EXCEED** the 12' dimensions of the booth space.
If more space than 12' X 12' is needed, please reserve an additional booth.
ELECTRICITY for ANY space is an **ADDITIONAL \$25.00**

ELECTRICITY: Electricity is extremely limited to a certain area. At the time of application, applicants must indicate if electricity is needed. **Applicants must pay for electricity on all spaces being requested.**

The electrician must approve all connections. He has the authority to disconnect anyone not in compliance with code or operating any unauthorized appliances (air conditioners, fans, etc.).

Electricity is limited to one, 110 outlet per booth. To ensure everyone has consistent power, please do not attempt to exceed power capabilities.

All booths are responsible for supplying their own UL approved 12 gauge, 3 prong extension cord(s) and duct tape.



OLDHAM COUNTY DAY BOOTH APPLICATION

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Booth: _____

Paid:

Electric:

Booth Name:

Contact Person:

Street Address:

City, State, Zip

Contact Number:

Email (Primary Communication):

Type of booth/ activity:

- Handmade Arts & Crafts: All items must be handmade by the vendor.
- Commercial crafts: Craft items NOT made by the vendor.
- Commercial: Products/services for sale or information on products/services.
- Churches/ Non-profit organizations
- Political/Governmental/Community Services
- Food Vendor (Please see separate page as well)
- Games/Activities

Brief description/explanation or a short list of activities/products:

BOOTH FEES:

Arts and crafts; Commercial; for profit; political: \$100.00/\$125.00

Number of 12' x 12' spaces - NO electricity X 100.00 =

Number of 12' x 12' spaces WITH electricity X 125.00 =

Non-profit: \$ 75.00/\$100.00

Number of 12' x12' spaces - NO electricity X \$75.00 =

Number of 12' x12' spaces WITH electricity X \$100.00 =

Food: Food court area: \$125.00

Number of 12' x12' spaces - NO electricity X \$125.00 =

Number of 12' x12' spaces WITH electricity X \$150.00 =

TOTAL

TEMPORARY FOOD SERVICE

Prohibited Foods:

1. Foods prepared from a home kitchen cannot be sold
2. Wild Game or any meat not inspected by USDA or other official
3. Pastries filled with cream or synthetic cream, custards or similar products.

Other food items or ingredients, which may constitute a high risk in a temporary setting:

1. NO BARE- HAND CONTACT WITH READY-TO-EAT FOODS.
2. Keep foods out of danger zone. Potentially hazardous foods must be kept at 41 degrees Fahrenheit or below or 135 degrees Fahrenheit or above during storage, display or transportation.
3. Provide adequate facilities for maintaining food at safe temperatures during preparation, storage, display, service, and transportation.
4. Ware washing, hand washing and sanitation bucket for wiping cloths must be set up BEFORE you begin to operate.
5. Food and single service items must be stored 6" off the floor/ground.
6. All food must be prepared on site or at a permitted kitchen.
7. Do not save leftover potentially hazardous food at the end of the day.
8. Cook to the crowd.
9. Provide screening of food when necessary.
10. Store wiping cloths in a bucket with sanitizer to prevent cross contamination.
11. No drinking or eating in food prep area.
12. Label food and toxic items.

For Complete list of regulations, prior the event, vendors must pay a fee for a temporary food service permit to the Oldham County Health Dept. **YOU WILL NEED TO CONTACT THE OLDHAM COUNTY HEALTH DEPARTMENT PRIOR TO THE EVENT TO OBTAIN YOUR TEMPORARY FOOD SERVICE PERMIT AND ADDITIONAL REGULATIONS. THEY ARE UNABLE TO TAKE MONEY THE DAY OF EVENT. THEY CAN BE REACHED AT 502-222-3516** . Cost of 1-3 day permit is \$50.00(subject to change).

TRAILERS

Trailer measurements MUST include the tongue. ALL food spaces are 12' x 12'.

Please assure that you will have adequate space for your equipment by reserving enough booth spaces.

Trailer? _____ Length of trailer back bumper to tongue _____

Oldham County Day 2022

PLEASE READ CAREFULLY AND KEEP FOR YOUR REFERENCE

Date: Saturday, July 16, 2022
3rd Saturday in July (NO RAIN DATE)
Time: 9:00 a.m. – 4:00 p.m.
Where: Downtown La Grange Kentucky

EXHIBITOR AND VENDOR RESPONSIBILITIES:

1. Vendors provide their own tables, chairs, awning, canopy, etc.
2. Vendors are responsible for their goods at all times.
3. Vendors are responsible for bringing a trash can and liners, collecting all garbage and trash in and around their booth.
4. Vendors will not be permitted to sell Silly String, candy cigarettes, stink bombs, invisible ink or **GAMES OF CHANCE**.
5. Sales Tax. If you are making sales, you are subject to Kentucky Sales Tax. It is the responsibility of each vendor to contact the local Revenue Office at (502) 595-4512.
6. Vendors provide their own insurance for their products.
7. Vendors are responsible to follow the regulations and rules of the Oldham County Health Department. If you have any questions, please call them at (502) 222-3516.
8. **Please do not take down your booth before 4:00 p.m.**

VENDOR PARKING: First come-first served basis.

MOBILE SELLING IS NOT PERMITTED UNLESS AUTHORIZED BY PROJECT GUILD OF LAGRANGE IN ADVANCE. THIS INCLUDES NOVELTIES, FOOD AND DRINKS! Food and beverages may only be SOLD from an authorized booth.

SETTING UP: When setting up your booth, please unload your vehicle and remove it as quickly as possible. Vehicles left unattended longer than 10 minutes are subject to a fine or removal at owner's expense.

This is a SATURDAY MORNING ONLY set up. Friday night setup must be approved. Booth set-up is between 7:00-9:00 AM.

GAMES: As set forth in KRS Chapter 238, Charitable Gaming in the Commonwealth of Kentucky Licensing Requirements, NO GAMES OF CHANCE are permitted. This includes Bingo, raffles, wheel games, dice,

cards, etc. Games, which ARE acceptable, will require some degree of skill such as ball toss, dunking booth, pie throw, etc.

APPLICATION DEADLINE: We will make every effort to accommodate vendors however; it is your responsibility to respond to us as soon as possible. **June 1st** is the deadline for being listed in the booth publication. If you must cancel your participation in Oldham County Day, please notify us by June **15th** to receive a refund. **Cancellations after June 15th are nonrefundable.**

YOU WILL RECEIVE YOUR BOOTH ASSIGNMENT BETWEEN JULY 3RD-8TH!

If you need further information, please email Kenda Pruitt or Lucy Ricketts at oldhamcountyday@gmail.com.