Guidelines & Vendor Registration

**Event - Saturday October 23, 2021 - Time: 10 am–5 pm**

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business site or link \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration - select as needed:

\_\_\_\_\_\_\_\_ **Inside** - $25 fee **plus** item donated min $15 item for raffle, auction, etc. Electricity? Circle: Yes / No (few available)

* 1. Inside only - 8 ft tables are available to rent for $5 each, ***optional*** – how many 8 ft tables needed \_\_\_\_\_\_\_\_\_\_?
	2. Inside only - Metal chairs are free with table(s) or ***optional*** for $2 each – how many chairs needed \_\_\_\_\_\_\_\_\_\_\_?

\_\_\_\_\_\_\_\_ **Outside** - $10 fee **plus** donated min $15 item for raffle, auction, etc. (Bring your own tent, tables, table, and chairs.)

Product summaries (aid in proximity to similar products) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description and value of donated Silent Auction item – bring item during setup (please email picture by Oct 15th, sooner if possible):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NEW FORMAT and PRICING for 2021 due to potential Covid protocols\*** – This is a fundraiser to support retired racing greyhounds in their search for new homes. All dog breeds are welcome in the outside vending area and to a separate section of Floral Hall containing the photographer. A cool off area will be available should any dog become overheated. Only greyhounds and other sighthounds will have access to all of Floral Hall. You should consider your customers as well as the ever-changing fall weather when choosing your vending location. Possibly adding a “muscle car” show…Fast Cars, Fast Dogs theme. This event continues to be **FREE** for attendees.

1. Venue location – Shelby County Fairgrounds, Floral Hall, Corner of KY 53 and US 60, 1513 Midland Trail, Shelbyville, KY 40065
	1. Inside is air-conditioned & heated, handicap accessible with concrete floors, electricity to limited booths, bathrooms available.
	2. Outside – vending will be in the grassy areas near the building. Ground may be rough for walking and not lie flat. You are to provide your own tent, tables and chairs. Access to bathroom in Floral Hall.
2. Event is family friendly. Vendors may have their own dogs, if well managed during event. No other animals allowed.
3. Vendors indicate preference for inside or outside. The 4 product categories are: Greyhounds specific, dogs, pets, and craft (handmade). You are welcome to have other items, but your booth needs to be predominately any or all of the 4 categories listed.
4. Registration is for approx. 10 ft. X 10 ft. standard booth with aisles on front and 1 side of booth:
	1. Approximately 55 standard booths available, about 25 booths inside (13 have electric), and about 30 booths outside. Sizes and configuration could change due to Covid protocols at time of event\*. KyG reserves the right to vary booths within each location.
	2. Double size booths are available with prior approval – costs would be double normal fee plus 2 – minimum $15 item.
	3. Registration is open thru Oct 22 if spaces remain available.
	4. If you like, volunteers can help man your booth during potty/lunch breaks – no responsibility for losses during volunteer coverage.
	5. Please maintain the integrity of your booth‘s footprint by keeping aisles clear.
	6. Please furnish your own table drapes, even if you rent a table from KyG.
	7. Refunds, less 15% handling fee, will be honored for cancellations prior to Sept 1. Otherwise your prepayment (booths or lunches if pre-ordered) will be considered a donation. Thank you.
	8. Refund will be offered if event is cancelled.
5. Compliance with county and/or state ordinance, all taxes and laws is the responsibility of vendor.
6. Plan is to have a food vendor or food truck on site and guarantee lunch for vendors who have prepaid for meals. More on this later.
7. Event hours are Saturday 10 am – 5 pm.
8. Setup: Inside only Friday 6 pm – 9:00 pm (other Friday times by appointment) and Inside or Outside Saturday 7:30 am – 10 am;
9. Teardown: Saturday start after 5 pm to be completed by 7 pm. Please no early teardowns.
10. **Security - Kentucky Greyhound Placement or Greyt Fest will assume no responsibility for any loss due to fire, weather, theft, damage, acts of God or Man, or any other loss scenario which might occur.** **You are ultimately responsible for protection of your items.**
	1. **Outside** – No security is provided. Setup/Teardown same day as event, see times at item 8 and 9 above.
	2. **Inside** - Building is locked when not open to public. Setup see item 8 above. Teardown Saturday by 7 pm.
11. **Please call or email to reserve your booth prior to submitting payment and application.**
12. Confirmation with more information will be sent out upon receipt of payment.
13. Payments and applications can be mailed to Kentucky Greyhound Placement, 7020 Mt. Eden Road, Shelbyville, KY 40065 or pay with PayPal (KyGreyhounds@yahoo.com) or using link provided with accepted application. Applications can also be photographed, scanned or completed and emailed to KyGreyhounds@yahoo.com or text to 502-536-7594.

\* If Covid protocols require any vendors to be moved outside, you will be refunded the difference. 1st come will have priority on remaining inside.