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## 2024 MARION COUNTY COUNTRY HAM DAYS FOOD VENDOR RULES, REGULATIONS & APPLICATION

### SELECTION PROCESS:

Food vendors will be selected based on the types of foods offered, the quality of the presentation, and the vendor's experience with selling food at this type of an event. The festival goal is to have a balance and variety of high quality foods offered to the public at Ham Days.

### PLACEMENT:

There will be multiple food court locations throughout the Ham Days area, and vendor selected spaces will be based on variety of vendors and electricity needed. NO food vendors will be allowed in any other area of the festival without the permission of the Chamber of Commerce.

### SPACE INFORMATION:

Food vendor booth space will be on 10ft X 24ft space. Vendor is required to provide everything else for set-up. All participating food vendors are required to have a professional presentation. Signage and banners need to be clean and professional looking. When submitting this application, please submit two photographs of booth set-up. The look of booth and unique menu is very important and is a major factor in the selection process.

**ANY OUTSIDE COOKING MUST BE DONE ON A PROPANE GRILL.**

### ELECTRICITY:

**We do provide electricity for an additional fee.** If power is needed, vendor will be required to supply his/her own extension cords (*recommended to have at least 100 ft*). All cords are to be in good working condition - no frayed wires, no cuts in cord, no damaged cord. All receptacle ends must be in good working condition - no frayed wires, no cut back cable showing. All receptacles to have cable securely held by cable restraint to assure cable is secure in receptacle or box. All supplies needed to run a generator, should electrical issues occur, are to be supplied at vendor's expense. Plugs will be 5-20R, L14-30R and L14-50R receptacles and vendor plugs requirements (*see page 4 for reference*). Food truck or vendor does not exceed the rating of power cord or power source requirements. No Lebanon city property will be altered to accommodate vendor electrical needs. Please submit a photo of cable with application.

### MENU CHOICES:

Please fill out top three menu choices on vendor application. We will do our best to give selected vendors their first choice, but we cannot guarantee they will receive it. We do not want to have numerous vendors selling the same items at Ham Days.

### BEVERAGE POLICY:

Food vendors may sell non-alcoholic beverages from their booth. Vendor can sell any product (Pepsi, Coke, etc.).

### INSURANCE & TAX ID NUMBER REQUIREMENTS:

All food vendors participating in this event must have \$500,000 of liability insurance per event. Upon acceptance to the festival, vendor will be required to name Marion County Chamber of Commerce, the City of Lebanon & the County of Marion, Kentucky as an additional insured. We must receive your certificate of insurance 30 days prior to Ham Days. In addition, all applicants must provide us with current sales tax ID number.

**APPLICATION DEADLINE AND NOTIFICATION OF ACCEPTANCE:**

The application deadline is July 1, 2024. Vendor will be notified of acceptance ASAP. Please send back completed application. **THIS IS ONLY AN APPLICATION; FILLING OUT THIS APPLICATION DOES NOT GUARANTEE ACCEPTANCE. Please do not send in your fee at this time.** We will notify you once you have been accepted and you will have 30 days to send in your fee.

**ADDITIONAL IMPORTANT INFORMATION:**

- Temporary Food Service Permit – Marion County Health Department  
270-692-3393
- Restaurant Tax to the City of Lebanon – Located at 240 West Main Street.  
270-692-6272 - \$25 Due on or before September 1<sup>st</sup>
- Sales Tax to the State of Kentucky – 6%

These fees are your sole responsibility. Once you have been contacted, it will be your responsibility to contact the Health Department and the City regarding the above fees.

**BOOTH FEE:**

One 10ft x 24ft space is \$450.00. (\$225.00 if selling only one item)

An additional fee of \$30 is required for electricity.

Each additional space of the same dimensions will be an additional \$450.00. You must specify the space you require on the application.

Please provide at least 3 references on the application.

**CANCELLATION:**

Cancellations must be made prior to August 15, 2024 at which time a 95% refund of booth fee only will be given. After the date, if festival is sold out and we are able to fill the space, consideration will be made regarding a refund.

**SETUP:**

Chairpersons will be welcoming vendors on Friday, September 27th from 5pm-8pm and Saturday, September 28th, from 6am-7:30am (EST). If able, food vendors are welcome to begin opening on Friday evening and close by 10pm. Food vendors can remain open on Saturday evening until 10pm, and must close by 4pm on Sunday.

**WATER:**

We do not supply water. We recommend vendor either bring water in or make arrangements with local businesses. Dirty water can be disposed of in the sewage drain as long as it has not been mixed with grease, lard or shortening.

**WASTE & GREASE:**

By order of the City, **DO NOT DISPOSE** of grease down the storm drains or in the streets. Vendor will need to have a way to dispose of it in a safe manner. No waste is to be dumped or left behind. If this rule is not followed, food vendor will NOT be invited back!

**PARKING AND CAMPING:**

Please do not leave vehicle attached to booth. It will require vendor to purchase at least one extra space. There is adequate parking located at the St. Augustine School lot located on South Spalding Avenue for a small fee.

Food vendor can park a camper, or put up a tent at the City Park. However, there are no washroom facilities if the Swimming Pool is closed and the camping will be considered primitive. No running water or electric will be available.

Camping facilities are also available at the Marion County Fairgrounds located about 1½ miles from downtown Lebanon. Contact 270-402-4036

For further lodging, contact the Chamber or visit to [www.visitlebanonky.com](http://www.visitlebanonky.com).

**2024 MARION COUNTY COUNTRY HAM  
DAYS FOOD VENDOR APPLICATION**  
September 27th - 29<sup>th</sup>, 2024 Application  
deadline is July 1st, 2024

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Tax ID#: \_\_\_\_\_ # of Spaces 10ft. X 24ft. spaces required: \_\_\_\_\_

Electricity: Yes \_\_\_\_\_ No \_\_\_\_\_ Electricity Type: \_\_\_\_\_ 20amp \_\_\_\_\_ 30amp \_\_\_\_\_ 50amp

**REFERENCES**

Please list two or three references of events you have participated in.

	EVENT	YEAR	PHONE #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please fill out your top three menu choices or attach a menu with at list of pricing.

	MENU ITEM	PRICE
1.	_____	_____
2.	_____	_____
3.	_____	_____

I HAVE READ AND FULLY UNDERSTAND ALL RULES & REGULATIONS PERTAINING TO THE HAM DAYS FESTIVAL AND AGREE TO ABIDE BY THEM COMPLETELY IF I AM ACCEPTED. I FURTHER UNDERSTAND THAT THE CHAMBER OF COMMERCE OR ANY OF ITS ENTITIES ARE NOT RESPONSIBLE FOR LOST GOODS DUE TO THEFT, WEATHER, OR ANY OTHER UNFORSEEN INCIDENT OR LOSS. ALL ITEMS SOLD BY ME & MY COMPANY HAVE BEEN APPROVED BY THE HAM DAYS COMMITTEE AND I AGREE NOT TO SELL ANTHING OTHER THAN WHAT WAS APPROVED.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

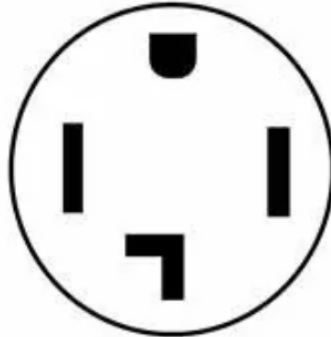
ELECTRICITY EXHIBIT

**PLUG FOR  
20AMP**



**5-20R**

**PLUG FOR  
30AMP**



NEMA 14-30

**PLUG FOR  
50AMP**



NEMA 14-50