

# FORECASTLE

MUSIC ART ACTIVISM

## VENDOR APPLICATION

*Please print legibly OR type*

Vendor name as it will appear: \_\_\_\_\_

Legal name of your business: \_\_\_\_\_

Business owner: \_\_\_\_\_

Name that appears on your enclosed check: \_\_\_\_\_

Contact person day of event: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### Proposed use of space:

\*please note that Forecastle is a music, art, environmental and outdoor recreation event.

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### Proposed Items

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Pricing**

\$750 = 15' x 15' space in orange area w. 2 working passes

\$600 = 15' x 15' space in blue area w. 2 working passes

\$500 = 15' x 15' space in purple area w. 2 working passes



**X = Stages**

**Please indicate the following:**

Vendor Fee: \_\_\_\_\_ (15' x 15' booth spaces) x \$750 = \$ \_\_\_\_\_

Vendor Fee: \_\_\_\_\_ (15' x 15' booth spaces) x \$600 = \$ \_\_\_\_\_

Vendor Fee: \_\_\_\_\_ (15' x 15' booth spaces) x \$500 = \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

*If approved for booth space, The Forecastle Festival will send an invoice for the total amount due above, payment due upon receipt. If payment is not received by June 1, 2012 the booth space reservation will be cancelled.*

*Please send a photograph or weblink of your work for our review.*

**A BOOTH RESERVATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL BOOTH AND EQUIPMENT FEES ARE PAID IN FULL AND A FULLY EXECUTED APPLICATION/AGREEMENT IS RECEIVED BY THE FORECASTLE FESTIVAL.**

# FORECASTLE

MUSIC ART ACTIVISM

Forecastle Festival

## VENDOR APPLICATION

Forecastle Festival

July 13-15, 2012

Waterfront Park, Louisville KY

***\*NOTE: COMPLETION OF THIS APPLICATION AND AGREEMENT DOES NOT GUARANTEE BOOTH SPACE AT THE EVENT. THE FORECASTLE FESTIVAL WILL REVIEW THIS APPLICATION AND IF YOUR BUSINESS IS APPROVED, THE FORECASTLE FESTIVAL WILL NOTIFY YOU TO CONFIRM A BOOTH SPACE RESERVATION.***

### VENDOR RULES, APPLICATION AND AGREEMENT

1. Print out and complete this application in full.
2. Complete and submit the full agreement w. photos or weblink to:

Electronic

[holly@forecastlefest.com](mailto:holly@forecastlefest.com)

Mail

The Forecastle Festival

ATTN: Vendors

1633 Windsor Place

Louisville, KY 40204

\*Please note that electronic submissions are preferred.

3. If you have questions about application procedures or the event, please contact Holly Weyler at: [holly@forecastlefest.com](mailto:holly@forecastlefest.com).
4. Vending space for the 10<sup>th</sup> Anniversary is limited and expected to sell-out. With that in mind, please complete your application as soon as possible. Apps will not be accepted once vending space is sold-out, or later than June 15<sup>th</sup>.

5. The Vendor Booth fee is \$750, \$600, or \$500 for a 15'x15' space, depending on which area you select (**orange** | **blue** | **purple**). All vendors in the **orange** and **blue** areas are guaranteed access to electricity. Upon request, we may also be able to provide chairs and tables, based upon availability. Please note that if your electrical requirements exceed basic 1/10 outlets, we need to know upon acceptance of your application. Any/all additional items and equipment are your responsibility, including, but not limited to: canopy, lights, weights, etc.
6. Please note that your space will not be confirmed until full payment has been received. All payments must be received no later than June 15<sup>th</sup>, 2012.
7. The Forecastle Festival reserves the right to assign the location of all vendor booths in the area you select. If you have a very specific place you want to be, we will do our best to accommodate, but it is first-come-first-serve, and not guaranteed. A map showing booth locations will be supplied to each vendor in advance, along with (2) informational advances covering everything you need to know (e.g. load-in, times, etc).
8. As part of the environmental activism component of the festival, we encourage all vendors to display their company's sustainability platform at their vending location. (e.g. My company produces 100% natural products, my company supports a local food economy, etc. )
9. Photographs or weblink of your work/wares are required to be submitted with this application. You may not sell items that haven't been approved on this application, so please make sure your list is accurate and complete.
10. Any and all sales tax payments are the responsibility of vendors.
11. Vendors must provide and display signage in their booths stating their business name.
12. Vendor's entire setup must fit within the designated 15' x 15' booth space or an additional booth space fee will be charged.
13. No vehicles allowed on-site without first checking in with your vendor coordinator, who will escort you into the property and show you your space. Do not drive on grass unless permitted to do by your vendor coordinator. This is important, to minimize impact on the property and traffic congestion. Do not leave your vehicle unattended during load-in. It may have to be moved, if it is blocking a production route.
14. Each vendor space will receive two (2) working passes for the event. Any passes needed beyond this amount must be paid in full at the event's face value ticket price.

15. Please note that almost all glassware is restricted at Waterfront Park. Certain items may be permitted for display purposes only on a case-by-case basis (ie. artwork), but most are not. Please be very clear in your list of proposed items above, so we can approve or disapprove. Any vendor breaking this clause of the agreement will be asked to leave.
16. Please refrain from bringing in beverages, as they may conflict with an exclusive sponsor. Likewise, please list your merchandise as specifically as possible, to ensure that your items are not in conflict.
17. Forecastle Festival reserves the right to ban any item and/or seller not in compliance with Festival rules and regulations and at the discretion of Forecastle staff. In the event of removal from the event, vendor waives all rights to refunds, etc.
18. Cancellations must be submitted in writing to:

The Forecastle Festival  
ATTN: Vendors  
1633 Windsor Place  
Louisville, KY 40204

Cancellations received on or before June 1, 2011 will receive a refund of booth fees minus a \$50 administrative fee. Cancellations received after June 1st will receive no refunds.

**Vendor agrees and guarantees to The Forecastle Festival:**

1. To abide by all rules and provisions as specified in this agreement and application.
2. To follow all guidelines regarding set-up, tear-down, hours of operation. Official details on these items will be distributed in (2) e-mail advances sent in June and July.
3. All tents must be manufacturer-certified fire resistant and have the original manufacturer's tag. Tents must be firmly secured. If staking, please consult with our operations team on-site (led by Evan Cox) beforehand, to make sure you are not within direct proximity of water lines.
4. Any and all sales tax payments are the responsibility of the vendor.
5. To acquire and have available at my vending booth(s) copies of all permits, licenses, insurance documents, and safety equipment that are required by The Forecastle Festival and all federal, state, county, and city government agencies.

6. To place all trash, recycling and composting into event containers or plastic garbage bags for pickup by our trash collection service following event and before leaving site.
7. To complete and return any and all documents attached, including the completed 6 page vendor agreement.

*If approved for booth space, The Forecastle Festival will send an invoice for the total amount due above, payment due upon receipt. If payment is not received by June 1, 2012 the booth space reservation will be cancelled.*

*Please send a photograph or weblink to your work for our review.*

**I have read and agree to comply with all rules and regulations of this event.\***

Signature of Authorized Vendor Representative:

\_\_\_\_\_

Print Name of Representative:

\_\_\_\_\_

Print Title/Position of Representative:

\_\_\_\_\_

**A BOOTH RESERVATION WILL NOT BE CONSIDERED COMPLETE UNTIL  
ALL BOOTH AND EQUIPMENT FEES ARE PAID IN FULL  
AND A FULLY EXECUTED APPLICATION/AGREEMENT IS RECEIVED BY  
THE FORECASTLE FESTIVAL.**