



# 2019 Vendor Information

If you would like to have a merchandise or services booth at Hoptown FanFest, act fast to secure exclusive rights to sell your product! **All vendor applications must be received by July 15, 2019.**

## Section 1 Event Logistics

**Location:** All convention activities will take place at:

Hopkinsville-Christian County Public Library  
1101 Bethel Street  
Hopkinsville, KY 42240  
(270) 887-4262  
Hccpl.org

**Event Date and Time:** Saturday, September 14, 2019      9:00 am-5:00 pm

**Set-Up:** Vendors may begin set-up at 7:30 am on September 14. The doors open to the public at 9:00 am by which time set-up must be complete. The festival ends at 5:00 pm on Saturday, September 14.

**Security:** Each vendor is responsible for the safety, sanitation, and security of their space, products, merchandise, and equipment throughout the day.

**Breakdown:** Breakdown begins at 5:00 pm on Saturday, September 14, at 5:00 pm and must be completed by 6:00 pm.

## Section 2 Registration Fees (Non-Refundable)

### Booth Space \$50

Fee includes all items listed in Section 3. No commission charged on booth sales. Vendors are allowed to purchase a maximum of 2 spots.

### **Section 3**

#### **Items Provided by Hoptown FanFest**

- 1—6' table
- 2—chairs
- Electricity (if required and marked on registration form; at cost of \$10)

### **Section 4**

#### **Items Provided by All Vendors (as applicable)**

Vendors are solely responsible for providing tents, linens/table covers, supplies, equipment, electrical/extension cords, plugs, connectors, and any other products to be used during the convention. Vendors are also responsible for proper removal and disposal of all convention materials. Trash cans will be provided nearby for refuse disposal.

All vendors are expected to comply with KY Revised Statutes regarding Charitable Gaming (238.500) and Counterfeiting Intellectual Property (365.241)

Hoptown FanFest is a family-friendly event. Adult material may not be displayed prominently. All vendors are required to verify the ages of anyone purchasing adult material. We reserve the right to determine what is acceptable to be displayed and what is not. If asked to remove or cover something up, please do so. Refusal to do so will terminate the agreement between the vendor and Hoptown FanFest immediately, and your booth will be shut down and no refunds given. This is also true for any illegal activity (including the sales of bootleg products) taking place at a booth.

### **Section 5**

#### **Lodging**

Lodging options can be found at [www.visithopkinsville.com](http://www.visithopkinsville.com) on the 'Stay' link.

### **Section 6**

#### **Contact Information**

##### **Hoptown FanFest Coordinators**

Elysa Parks [elysa@hccpl.org](mailto:elysa@hccpl.org)

Tiffany Luna [tiffany@hccpl.org](mailto:tiffany@hccpl.org)

<http://hccpl.org/hoptown-fanfest/>