

**2023 CAPITAL EXPO FESTIVAL**  
**APPLICATION FOR FOOD & NON FOOD VENDORS**  
**FRIDAY, JUNE 2<sup>nd</sup> & SATURDAY, JUNE 3<sup>rd</sup>**

Application, Payment, and Certification of Liability

Insurance must be mailed to:

Capital Expo, Inc

P.O. Box 714

Frankfort, KY 40601-0714

PLEASE NOTE THAT THE CAPITAL EXPO FESTIVAL  
**WILL NOT** ACCEPT PERSONAL CHECKS. THE ONLY  
FORM OF PAYMENT ACCEPTED MUST BE IN THE  
FORM OF CERTIFIED CHECK OR MONEY ORDER.

NO REFUNDS!!

PLEASE FILL OUT THIS FORM TO ITS ENTIRETY.

APPLICATION DEADLINE: 5/1/2023

For any further information or questions regarding this  
application, please contact Amanda Presley at  
(502) 320-9247

## VENDOR SPONSORSHIPS

First come basis- Four (4) Vendor Sponsorship Spaces Available  
\$1000 Sponsorship Fee includes one (1) Food or Non Food vendor space  
located in a prime location.

Sponsors to be listed as a "Friend of Expo Sponsor".

**DUE TO LIMITED SPACE AVAILABILITY, PLEASE SEND BACK THIS  
APPLICATION TO THE CAPITAL EXPO OFFICE AS SOON AS  
POSSIBLE. ABSOLUTELY NO REFUNDS!!!**

Vendor Name \_\_\_\_\_

Contact Name (print) \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

---

Contact Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE:** I hereby take the participation of the Capital Expo, Inc (dba Capital Expo Festival) and realize that it can expose me to a risk of personal injury, death, or property damage. I hereby acknowledge that by signing this application, I am voluntarily participating in the Capital Expo Festival and agree to assume any risk.

I HAVE CAREFULLY READ THIS ENTIRE RELEASE, HOLD HARMLESS, AND AGREE NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THIS IS A FULL RELEASE OF ALL LIABILITY AND I AM SIGNING THIS ON MY OWN FREE WILL.

---

Name

Date

## VENDOR SPACE COST

**Please check the vendor space needed**

\_\_\_\_\_ Food Vendors \$500

\_\_\_\_\_ Brewers, Wineries, and/or Distillers \$500

\_\_\_\_\_ Misc. Vendors-Non Food/Drinks \$100

\*THERE WILL BE NO ELECTRICITY PROVIDED, HOWEVER GENERATORS ARE WELCOMED.

\*PLEASE NOTE THAT THE TERM "FOOD VENDOR" APPLIES TO ANY PERSON SELLING OR DISTRIBUTING ANY TYPE OF FOOD OR BEVERAGE INCLUDING, BUT NOT LIMITED TO, LEMONADE, NON-ALCOHOLIC BEVERAGES, ETC. YOU MUST REQUEST A FOOD VENDOR SPACE FOR ANY TYPE OF THIS ITEM.

Brewers, wineries, and distillers utilizing a mobility license as a vendor must present a copy of a valid mobility alcohol license. Brewers, wineries, and distillers must:

- Abide by any and all applicable laws prescribed by any local or state governmental unit and the Commonwealth of Kentucky regarding the service, consumption and/or prohibition against the sale of alcohol in a specified location.
- **Acknowledge and accept that the legal drinking age in the Commonwealth of Kentucky is twenty-one (21) years of age, and any underage drinking found on the premises shall result in the automatic shut down of the event with no refunds whatsoever. Signatory also acknowledges and accepts that local law enforcement have full law enforcement authority and may request to see I.D. at any time;**

If vendor is a licensed brewery, winery or distillery, they must maintain and provide a copy of certificate of insurance for DRAM shop coverage.

**\* A menu with prices must be posted at time of inspection and remain posted throughout the entire 2 day event!!**

List the type and size of trailer or tent you will provide. Please provide photo of interior and exterior, include description.

DESCRIPTION: \_\_\_\_\_

---

Please provide a list of food/drink or other items to be sold or displayed. List ALL items on your menu or included in display. Please submit a complete menu with your application.

DESCRIPTION: \_\_\_\_\_

---

\*No live animals can be given away as a prize or have any connections with games and/or giveaways.

**AN ACTIVE CERTIFICATE OF INSURANCE LIABILITY MUST ACCOMPANY ALL APPLICATIONS**

Capital Expo, Inc. reserves the right to reject any and all applications by return of fees, which do not meet its requirements.

**ANY VENDOR LEAVING GREASE OR NOT PROPERLY DISPOSING OF GREASE MAY BE FINED BY THE EPA. EPA OFFICIALS WILL BE ON SITE INSPECTING THROUGHOUT THE EXPO. Vendors must provide a layer of corrugated cardboard, covered with a sheet of plastic under all open grills and other outside cooking units.** These protective layers shall be sufficient in size and density to protect the surfaces against grease and other spills. All cooking oils/grease must be removed from vending area by the vendor and properly disposed of in accordance with EPA regulations. Any spills are the responsibility of the vendor. Expo personnel, as well as the Commonwealth of Kentucky will make a daily inspection of each vendor's premises.

All food vendors must comply with Kentucky State Health Department standards and will be thoroughly inspected by the Franklin County Health Department inspection team prior to opening each day. There will be a copy of the regulations available at the Expo Information Tent.

The Franklin County Health Department is requiring that the Capital Expo Festival provide a grease and wastewater retention tank for all waste. Accordingly, all vendors shall use these holding tanks for all grease and waste. It will be located next to the garbage area. Vendors who fail to use this tank will be subject to the Franklin County Health Department sanctions including expulsion from Capital Expo.

The Capital Expo provides trash pick-up and disposal for trash except oils and grease. Vendors must provide their own trash containers.

Capital Expo does not assume responsibility for the security of outdoor vendor spaces, however some security will be provided from 12 am until 6am.

Capital Expo reserves the right to shut down vendors operating in a manner not keeping with Capital Expo's best interest (i.e. not operating in accordance with exhibitor/vendor application agreement.) **NOTE: ALL VENDORS ARE PROHIBITED FROM SELLING ITEMS CONSIDERED A NUISANCE OR INAPPROPRIATE BY THE BOARD OF CAPITAL EXPO, INC. Those items particularly (but not limited to) are silly string, stink bombs, laser light pointers or weapons of any kind (including knives, swords, tasers etc.)**

**No roaming will be permitted. If a vendor is observed roaming, they will forfeit their vendor space and will be asked to leave the premises for the remainder of the festival.**

Capital Expo will not guarantee any space or position at the Festival. Once a space is assigned to a vendor, the space will not be changed.

**\*\*\*2023 CAPITAL EXPO FESTIVAL SET UP INFORMATION\*\*\***

SET UP WILL BEGIN ON FRIDAY, JUNE 2ND AT 7:00AM. THE FESTIVAL WILL START ON FRIDAY JUNE 2ND AT 10:00AM. PLEASE BE SURE TO CHECK IN AT THE EXPO INFORMATION TENT UPON YOUR ARRIVAL. ALL VENDORS MUST BE PACKED UP AND OFF THE PREMISES NO LATER THAN 8:00AM SUNDAY, JUNE 4<sup>TH</sup>.

**Festival Location: Downtown Frankfort**

**If you will need a room during the duration of the festival, please call  
The Capital Plaza Hotel (502) 227-5100, please mention you are a  
vendor for the Capital Expo Festival.**