



## Vendor Guidelines

Thank you for your interest in the 2023 Owensboro Air Show. Please read the following rules and guidelines prior to submitting your vendor application. By submitting your application, you are agreeing to the rules below and acknowledging that you understand the guidelines.

- In order to participate in the Owensboro Air Show, you must be a food & beverage vendor OR military/aviation focused.
- The vendor fees are:
  - \$750 for three-day participation (Friday, September 15 at the Owensboro Regional Airport AND Saturday-Sunday, September 16-17 in Downtown Owensboro or English Park)
  - \$550 for two-day participation (Saturday, September 16 and Sunday, September 17 in Downtown Owensboro or English Park)
  - **There will be no discount given for single-day participation.**
- All food and beverage vendors must pass inspection by the Green River District Health Department.
- Upon approval, vendors will be required to submit a copy of general liability insurance with a limit of not less than \$1,000,000 per occurrence, and insurance certificate naming the City of Owensboro as additional insured.
- Vendor applications will not be accepted after the submission deadline of **Monday, July 31, 2023.**
- **Submitting a vendor application does not guarantee participation.** All applications will be reviewed, and applicants will be contacted following the submission deadline regarding the status of their approval.
- Space is limited. Event organizers reserve the right to accept or deny any applicant based on availability, menu offerings, space constraints, etc.

Please complete the attached vendor application and submit via email to [Erica.pedley@owensboro.org](mailto:Erica.pedley@owensboro.org)

Or, by mail to:

City of Owensboro  
ATTN: Public Events  
PO Box 10003  
Owensboro, KY 42302



# Vendor Application

PLEASE NOTE: Submitting an application does NOT guarantee participation in the event. All applications will be reviewed, and applicants will be contacted once approval process is complete.

\*denotes a required field

\*Company name: \_\_\_\_\_

\*Contact name: \_\_\_\_\_

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

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

\*Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

\*Email: \_\_\_\_\_ Alternate email: \_\_\_\_\_

Company website: \_\_\_\_\_

\*Please choose an option below:

- OPTION 1 (\$750)** Friday, September 15 at Owensboro Regional Airport AND Saturday-Sunday, September 16-17 at English Park or Downtown Owensboro (NOTE: There are very limited amount of spaces available for Friday, September 15. Vendors at the airport must provide their own power source, if needed.)
- OPTION 2 (\$550)** Saturday-Sunday, September 16-17 at English Park or Downtown Owensboro

\*List all food or merchandise that you would like to sell, along with corresponding prices (attach separate page, if needed):

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\*Do you require electricity? If so, please list voltage, amperage, and plug type or NEMA configuration, as well as appliances that will be used (vendor locations with access to power are limited and will be assigned on a first come, first serve basis). **NOTE: Direct water access is not available.**

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\*Please list the dimensions of your booth or food truck.

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Please attach the following files:

Photo of vendor set-up

Copy of KY CHFS Permit to Operate issued by health department (if applicable)

Any additional documents (additional photos, menu, etc.)

**Deadline to apply is July 31, 2023.** Applications submitted after this date will not be considered. There are a limited number of vendor spaces available for the event. Submission of an application does not guarantee participation. Vendors will be contacted via email regarding the status of their application once application has been reviewed. The committee reserves the right to accept or deny any vendor application. The committee reserves the right to place vendors wherever deemed appropriate. Vendors are responsible for providing everything required for their set-up. Vendors are required to leave their space clean at the end of the event and in the same condition in which they received it. At the time of application, all food & beverage vendors are required to submit a copy of their Health Department permit prior to approval to participate (if applicable). **Upon approval, vendors will be required to submit payment, copy of general liability insurance with a limit of not less than \$1,000,000 per occurrence, and insurance certificate naming the City of Owensboro as additional insured.** Failure to submit required documentation and/or payment will result in removal from the event.

I have read and agree to the above statement.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_