

Friday After 5 Vendor Policies



Welcome to Friday After 5, Owensboro's signature summer-long music and street fair festival. Friday After 5 provides a free, fun, family-friendly environment for more than 60,000 people each summer on the Owensboro Riverfront. We invite vendors to participate who will add to the positive experience our guests expect.

Friday After 5 offers authorized vendors to sell products approved by the committee during Friday After 5's street fair from 5pm to 9pm. We will furnish vendors with a venue, but all vendors will need to provide their own tables and chairs.

Vendors must request a place on site at least two weeks before the event and are responsible for meeting all local, state and federal laws. The organization's representative is asked to wear an identifying name tag or have literature about the organization available on site. **Friday After 5** reserves the right to refuse venues to organizations that do not meet **Friday After 5** standards for quality and taste. Signing the vendor agreement removes **Friday After 5** from any possible litigation by the vendor.

Non-Profits: There is no fee for non-profits for weeks they are not selling items or during "non-profit" night. Non-Profits selling items are required to pay the standard \$35 fee except on "non-profit" night. Vendors will need to provide their own tables and chairs. We will require documentation supporting your non profit status when you turn in the required vendor agreement.

For-Profit Vendors: **Friday After 5** charges \$35 each week to vendors who sell products that are for profit. Items must be pre-approved. Payment must be made prior to the event. Checks should be made out to **Friday After 5, Inc.** All For Profit vendors are required to sign a vendor agreement prior to their first **Friday After 5** appearance. Vendors will need to provide their own tables and chairs. **Friday After 5** provides the venue will help promote your organization's presence at **Friday After 5** in our on-line marketing.

Food Vendors: **Friday After 5** limits the number of food vendors. Food vendors must agree to commit to being on site for each Friday during the season. The committee chair may allow exceptions for vendors with unique situations. Food vendors are required to meet all local, state and federal health and safety regulations as they relate to food service sales and these certificates must be present at your booth.

Food vendors may sell products beginning as early as 4:30pm. Spots are reserved through our Street Fair Committee Chair. Vendors are asked to continue to provide food service until at least 8:30pm but no later than 10:00pm. Food vendors may not sell alcoholic beverages.

Food vendor fees are a **\$100.00** per Friday or **\$1,000** for the entire season 16 weeks and must be paid in full prior to the beginning of the season unless specifically authorized otherwise by the committee chair. **Friday After 5** reserves the right to allow a similar food vendor to take the place of another on those Fridays that a food vendor may not be able to participate. **Friday After 5** cannot refund or pro-rate food vendor's participation fees without written approval by the committee chair.

Friday After 5 will provide a venue and, when requested and practical, will supply access to standard power if available.

We invite our vendors to promote their appearance in advertising and on social media. We allow and encourage our authorized vendors to use our **Friday After 5** logos. You may download a variety of the **Friday After 5** logos online at: www.FridayAfter5.com

Street Fair Vendor contact: **Starling Lambert: (270) 314-1625 or (270) 417-5047**
Starling.FridayAfter5@gmail.com