



Vendor Guidelines

Thank you for your interest in the 2025 BBQ & Barrels event. 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 BBQ & Barrels, Food & Beverage Vendors must be **primarily barbecue-focused OR complimentary to barbecue** (specialty beverages, desserts, etc.). Arts & Crafts vendors must sell only **handmade/handcrafted items**.
- Food & Beverage vendor fee is **\$500**. Arts & Crafts vendor fee is **\$250**. The vendor fee includes both days of the event (Friday, May 9 and Saturday, May 10). No discounts will be given for single-day participation. Vendors must plan to be in attendance for the duration of the two-day festival.
- 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 International Bar-B-Q Festival, Inc. as additional insured (**this applies only to Food & Beverage vendors**).
- Vendor applications will not be accepted after the submission deadline of **March 31, 2025**.
- **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. Priority will be given to vendors whose merchandise fits the overall theme of the event.
- **The BBQ & Barrels committee will determine vendor placement. Relocation requests will not be granted**. The committee may choose to relocate you based on logistical concerns like space constraints, access to electricity, etc.

Please complete the attached vendor application and submit via email to Erica.pedley@owensboro.org

Or, by mail to:

International Bar-B-Q Festival
PO Box 434
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: _____

*Which type of vendor space are you requesting?

- Food & Beverage Vendor (\$500)
- Arts & Crafts Vendor (\$250)

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

*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.**

*Please list the dimensions of your booth or food truck. **NOTE: If you have a trailer, you MUST unhook your vehicle from trailer after set-up.**

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 March 31, 2025. 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. **Upon approval, food & beverage 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 International Bar-B-Q Festival, Inc. as additional insured.** All vendors will be required to submit payment in full upon approval. 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: _____