



Beth Haven Christian School
2019 Fall Festival: Booth Rental

You are invited to participate in Beth Haven's Fall Festival! Complete and sign the enclosed application, including a detailed description of the products you are going to sell. Send the completed application along with your payment.

Send to: Beth Haven Christian School; Attn: Ed Rollins; 5515 Johnsontown Rd. Louisville, KY 40272.

- Date/Time:** Friday; October 25, 2019 / 4pm-8:30pm (time open to the public)
The Festival will be open from 2pm to 4pm for BHCS families only.
- Booth Space Cost:** Non-Refundable; \$30 with 1 table and 2 chairs provided. \$25 vendor provides own table and chairs. Each available space is no larger than a10x10ft area.
- Items of Sale:** All types of items may be sold including handmade and manufactured items. Alcoholic beverages are not permitted.
- Venue:** Vendors will be placed together in the gym rain or shine. Food trucks will be on site.
- Application Deadline:** October 18th, or until all vendor booths are sold. There are 14 booth spots available.
- Payment:** Payment is to be made out to Beth Haven Christian School and mailed to Beth Haven Christian; Attn: Ed Rollins;
5515 Johnsontown Rd. Louisville, KY 40272
- Confirmation:** An email will be sent to confirm your information.
- Set-Up:** **Set up is available from 6-8pm on Thurs., Oct. 24.** Vendor owned tents are welcome. We ask vendors to park in the back lot close to the gym closest to Wilkerson. It give you close access to the gym, and prevents parking conflict up front.
- Breakdown:** You are required for the benefit of the festival and the courtesy of others to keep your booth open until 8:30pm.
- Sales Tax:** Each vendor is responsible of their own Kentucky Sales Tax
- Electricity:** First request, first serve and the use of your own power cables.
- Advertising:** The Festival will be advertized on the school sign, school website, social media, and using flyers in local neighborhoods.
- Questions:** Please contact Beth Haven Christian School at 502-937-3516 or Ed Rollins at erollins@bethhaven.com. Please leave a clear message with your name and contact information and your call will be returned.



2019 Fall Festival Vendor Booth Rental Form



NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAIN PHONE: _____ ALT PHONE: _____

EMAIL: _____

NAME OF BUSINESS and TYPE of Merchandise to be Sold: _____

Number of Booth Spaces: _____ Table/Chair Rental: Yes(\$30) / No (\$25)

Electric Needed: Yes/No.....First request, first serve

Total Cost/Amount Enclosed: \$ _____

Make Checks Payable to: Beth Haven Christian School
Attn: Ed Rollins
5515 Johnsontown Rd.
Louisville, KY 40272