

2026 Clay County Days Vendor Request Form

Thursday, May 28 – Saturday, May 30th

Vendor form Deadline: April 1, 2026

DO NOT send money with this form.

- Food Vendor: \$250.00**
- Other Vendor: \$100.00**
- School/Church Vendor: \$50.00**



CLAY COUNTY
FISCAL COURT
CLAY COUNTY, KENTUCKY

Vendor Form must be received in person or via email on or before April 1, 2026

Please fill out, sign, and return the Vendor Form to Clay County Days Festival, 102 Richmond Rd Suite 201, Manchester, KY 40962. A paper copy of the vendor form can be picked up at the County Judge Executives office Mon-Fri 8am-4:30pm and emailed to Tourism@claycountyky.com or to submit online go to www.Claycountyky.com and select the tourism drop down on our page.

Name of Vendor:
Booth Type:
Contact Name (First, Last):
Contact Cell:
Vendor Address (Street 1):
City, State, Zip:

Please list all items to be sold or served:

What type of unit do you have: Tent/Booth Commercial Trailer Food Truck
 Other:

Vendor Space: Measure your Food Truck from bumper to bumper, Trailers from tongue to bumper and Tents, from side to side:

- Food Vendor 10 x
- Game Vendor 10 x
- Arts and Crafts Vendor 10 x

Please Note: There will be no refunds for cancellations. Only the dimensions that you submit will be available. You will be charged for the size of your booth/unit/trailer. Please choose you space carefully and add an additional space if necessary. If you bring a larger trailer than stated above, we will not accommodate.

Conditions of Participation. Vendor/Exhibitor agrees to the following:

1. Vendor will be subject to an on-site inspection by Health Department and the Kentucky Revenue Cabinet.
2. Completed Vendor Request Forms will be accepted on a first-come, first-served basis.

3. Vendor will not sub-let or assign any portion of his/her space without prior approval from festival committee.
4. Location assignments will be determined by the Festival Committee based on the following criteria:
 - Availability of appropriate power source
 - Prior year's location
 - Ability to offer patrons a variety of food items.
 - Food items may be limited or changed by Festival Committee.
5. All food vendors must be approved by the Festival Committee and pay an entry fee per individual unit to do business during Festival.
6. Food vendors must be responsible for fencing/roping/securing all outdoor grills or deep fryers to meet code and prevent injuries.
7. The use of crockpots is **strictly** prohibited at the festival.
8. Only quiet Inverter generators with noise levels within the specified limits (70 DB and below) are permitted for use at festivals to ensure a peaceful and enjoyable environment for all attendees. All generator use must be pre-approved by committee.
9. All vendors agree to set up in approved area after **6 pm on Thursday, May 28 and before 9 am Friday, May 29th and must tear down** immediately following the last act of the event 12:00 am on May 30th.
10. All vendors will park vehicles in the designated parking area. All vehicles must be parked prior to opening time each day!!!! No vehicles will be permitted on event space after opening for insurance purposes. Vendors must have all supplies in before we open. Vendors must be set up and ready by opening each day and cannot remove items or tear down any booths until after the fair is officially closed.

This Form is not a contract and does not guarantee a space. You will be notified if space is available. The Clay County Days Festival Committee reserves the right to deny any vendor's request.

Please fill out, sign, and return the Vendor Form to the Clay County Days Festival, 102 Richmond Rd #201, Manchester, KY 40962 or submit online at Tourism@claycountyky.com. Vendor Form must be received in person or via email on or before April 1, 2026. The application can be found at www.Claycountyky.com or a paper copy may be picked up at 102 Richmond Road Suite 201 from 8:00-4:30 Mon-Fri. Vendors will receive a confirmation of their spot and conformation details on or before April 15th 2026. Payment for vendor spot is due on or before May 1, 2026. Payment must be a check or money order made out to Clay County Fiscal Court-Tourism Account. Payments can be made in person in Judge Harmon's office at 102 Richmond Rd. Suite 201 Manchester, Ky 40962 or mailed to this address.

* In consideration of the acceptance of my participation in the Clay County Days Festival, I, intending to be legally bound, hereby for myself, my heirs, executors and administrators, waive, release and relinquish any and all rights and claims, known and unknown, presently existing or hereafter to exist, for any and all damages I now have or may hereafter have against the organizers of this event, its principals, its employees, all sponsors and their representatives including any and all claims of damages, demands and actions, in any manner, as a result of my participation in this event including travel to and from the event. Further, I hereby grant full permission to use my name and likeness in any broadcast, telecast, video or print media of the event without compensation to me. I understand the entry fee is non-transferable and non-returnable.

*Signature:

CITY OF MANCHESTER
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

Vendor Name: _____

*****PLEASE NOTE: It is a requirement that participants in the Clay County Days Festival sign and return the attached waiver with your application.**

In consideration for receiving permission to participate in the **Clay County Days Festival**, the vendor hereby releases, waives, discharges and covenants not to sue the **City of Manchester**, its agents, volunteers, or officers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by the vendor, or any of the property belonging to the vendor, whether caused by the negligence of the vendor/releaser, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with the **Clay County Days Festival**, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me or any loss or damage to property owned by me, because of being engaged in such activity, whether caused by the negligence of vendor/releaser or otherwise.

I further hereby agree to indemnify and hold harmless the **City of Manchester**, its agents, volunteers and officers from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of vendor/releaser on any liability insurance policy I may have.

I understand that the **City of Manchester** does not provide any insurance coverage for vendor participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my own insurance portfolio. Provide Certificate of Insurance with this agreement if required.

Date _____

Name of Business _____

Signature _____