

# ARTWALK! Guidelines To Follow!

**REMINDER!** ARTWALK! Is rain or shine event!

## **For: Small Business Owners/Merchants**

1. ALL artists MUST be hosted by a merchant. Invite your artist EARLY for this opportunity to exhibit, pass out business cards, promote their art and get feedback! Sales may happen, so they should be prepared.
2. Pick a high impact spot in your shop for their exhibit! Your artist is a welcomed guest. This is a great way for artists to build relationships with potential customers. Explain what display pieces they will need to bring.
3. Promotion of the event will be through Facebook, newspaper articles and paid ads, with posters.
4. PLEASE contact the tourism office as soon as you have your artist booked. Stories in the newspaper are much more interesting if we can let the public know who is going to be participating and where they are going to be! A brief bio is great for promotion.
5. Since this is an ART event, you are strongly encouraged to host someone who is an artist or artisan and works in mediums such as painting, woodcarving, silversmiths, sculpture, clay, fabric, paper, two- and three-dimensional design, authors, musicians, and photography. All kinds of art and entertainment!
6. Please promote to your customer network! Use your Facebook page to share all about what you are doing for ARTWALK! Please mention the ARTWALK! sponsor/presenter in your post whenever possible!

## **For: Independent Artists**

1. Contact a downtown merchant. Ask to exhibit inside their shop... or outside. ALL artists MUST be hosted by a merchant. There will be a map of locations that have been filled. It will be posted a week before on this website and on Facebook.
2. Bring your own displays to exhibit, information, and money in case of sales. This is all the responsibility of the artist. The merchant is simply providing space. You will deal directly with the business owner on all details. Please do not contact the tourism office to locate a space with a merchant.

## **For: Informational, Community Booths, and Non-Profit Organizations**

1. Get permission from a local merchant to set up in front of or inside their business. Contact tourism with that location as soon as possible. [tourism@parisky.com](mailto:tourism@parisky.com)
2. You **MUST** provide an art exhibit, demonstration, or activity for participation along with your information.

## **For: Food and Beverage Vendors**

1. Food and beverage vendors are subject to inspection and permit by the Bourbon County Health Department.
2. Every food and beverage vendor must be licensed by the **City and the County** and be inspected prior to selling food or beverages.
3. Food Trucks/ Vendors, Caterers, Beverage / Alcohol Vendors, **MUST** produce a Certificate of Insurance (COI) including Paris Bourbon County Tourism Commission, the City of Paris, and the sponsor/presenter of the event, as a rider on your policy. This must be delivered to the tourism office **30 days before the event. NO EXCEPTIONS. NO COI– NO Setup**
4. Location for food vendors will be in front of an empty building, a business that is closed for the evening, or in the large parking lot on Main St. in the 500 block. You may not setup in front of a local food establishment or a business that is open during the event! You will be advised of your location one week before the event.
5. Independents, groups, home cooks, or home bakers must meet all requirements of the Bourbon County Health Department.
6. Food trucks may not provide catering services unless they meet additional permitting requirements as a catering kitchen. These operations are permitted by the Bourbon County health department. These units must contact the health department for inspection. 859-987-1915 or <https://bourboncohd.org/>
7. Vendors must be compliant with Title 902 KRA45:005 Kentucky food code. <https://apps.legislature.ky.gov/law/kar/titles/902/045/005/>
8. All temporary food vendors must have a permit to operate. All temporary food vendors must have a permit from the Bourbon County health department. Temporary food guidelines can be found here: <https://www.chfs.ky.gov/agencies/dph/dphps/fsb/FSDocs/tempreg.pdf>
9. At this time, all alcoholic drinks will be purchased inside local establishments. Regarding alcohol licensing, each establishment within the district is still required to obtain a special event alcohol license from both state and city if serving alcohol outside of their designated premises. There has been no change in process for the licenses. At this time an Entertainment Destination Center (EDC) has not been established.

**AT NO TIME should any cooking, food or waste products be poured down storm drains, into gutters, on streets, or poured directly into trash receptacles. This includes fats, oils, grease, wash water, soap, or food waste. In the event a vendor is identified with improper disposal they may be subject to a \$500 fine. Vendors shall enclose waste products in containers and take them to appropriate garbage bins or offsite.**