

BLUE SPRINGS FALL FUN FESTIVAL
VENDOR APPLICATION
SEPTEMBER 14 – 16, 2018



This is an application for revocable license to use space at the **2018 Blue Springs Chamber of Commerce Fall Fun Festival** to be held **September 14–16, 2018**. Please read both front and back of this contract before returning it to the Blue Springs Chamber of Commerce at 1000 W Main Street, Blue Springs, MO 64015. Incomplete contracts or **contracts submitted without appropriate vendor fees OR proof of liability insurance will not be accepted for final processing. Checks are to be made payable to the Blue Springs Chamber of Commerce.** However, if your application is not accepted, your fee will be refunded. Vendor's fees will not be refunded AFTER JULY 31, 2018. **The CHAMBER & FESTIVAL COMMITTEE RESERVE THE RIGHT to ASSIGN SPACES AND ALTER STREET LAYOUT AS DEEMED NECESSARY.**

This agreement is made and entered into by and between the Blue Springs Chamber of Commerce (the "Chamber") and

ORGANIZATION OR COMPANY ("the Vendor")	CONTACT PERSON ("the Vendor")	Email ADDRESS
ADDRESS (or PO Box)	CITY	STATE
	ZIP	BUSINESS/CELL PHONE
		HOME PHONE

Vendor Insurance/Liability Insurance Users Policy/Fee – All vendors must be covered by liability insurance. Vendors having liability insurance are required to submit a certificate of insurance showing \$1 million in liability coverage (naming the Blue Springs Chamber of Commerce and the City of Blue Springs as additional insured) with their vendor contract, or pay the user policy fee of **\$90.00 for inclusion** on the Festival's coverage. The Festival insurance is a \$1,000,000 liability policy with no deductible. Vendors are required to notify the Chamber of any changes in this coverage. Vendors with booth spaces side-by-side will pay one user's fee. If booth spaces are not side-by-side, Vendors must purchase the \$90 user policy fee for the first booth space and pay \$65 per additional space. **Insurance is spectator liability coverage. Not property coverage.** Game booth user policy fees are \$110.00. Some exclusions apply. Deadline for insurance approval is September 1, 2018.

NO VENDOR WILL BE PLACED WITHOUT SIGNED CONTRACT AND A COPY OF VALID INSURANCE

SPACE SIZE: All booth spaces are 10' wide X 10' deep and 10' tall (unless otherwise approved by Festival Committee).

For a more complete description of VENDOR categories, see the reverse of this contract, item 6, EXHIBIT CATEGORIES.

VENDOR CATEGORIES:	FEES	FEES for Non-Profit Organizations
() Commercial Vendors (siding, construction, windows, window treatments, OR solicitation of business services incl. chiropractors, carpet business, water filtration, etc.)	\$475	() Non profit selling (non food (jewelry, clothing, promo items)) \$250
() Market Vendor (ex: Avon, Tupperware, jewelry, and any other product that is not hand-made by you the vendor)	\$375	() Non profit display (info only) \$200
() Food (meal items incl. meat such as hamburgers, hot dogs, pizza, sausage, chicken).	\$575	() Non profit food (meal items such as hot dogs, pizza, hamburger, chicken, sausage) \$400
() Snack Food (ice cream, baked goods, candy, funnel cakes, snow cones, kettle corn, drinks)	\$375	() Non profit snack (ice cream, baked goods, snow cones, kettle corn, drinks) \$300
() Handmade arts & crafts (made by you, the vendor)	\$250	() Non profit games (carnival type games involving skill) \$250
() Game (carnival type games involving skill)	\$300	

How many years have you attended Blue Springs Fall Festival as a vendor?

List all items being sold, displayed, or given away. Game Vendors describe game to be played. (This is a complete list and no other item (s) may be sold or games played. No substitutions after contract is approved) _____

2018 Booth Space Location Request 2018 SPACES ARE NOT GUARANTEED

PRESALES/ RETURNING: Do you desire the same section (s) Yes / No ___ Booth space # in the 2017 Festival ___ Indicate how many spaces needed ___

() Yes, a trailer will be used. Indicate length AND height of trailer (including tongue). Length _____ Height _____

ELECTRICITY: Each booth space comes with 200 watts (2 - 100 watt or 4 - 50 watt bulbs, etc.) of electricity. Vendors needing extra electricity **MUST** supply photos of plugs in order to provide correct outlets. Vendors must supply their own lights and electrical cords (minimum of a 12 gauge, 20 ft. cord is required to reach power source). **HALOGEN LAMPS NOT ALLOWED.** Limited 220 Volt services are available at an additional charge. 220 volt is not available in all booth locations. All electrical requests and fees must be submitted to the Chamber by July 31, 2018. **IF YOU REQUIRE ADDITIONAL ELECTRIC AND DO NOT SUPPLY THE CORRECT AMOUNT AT THE TIME YOU SUBMIT YOUR CONTRACT, YOU WILL BE PLACED ON A WAITING LIST. YOU WILL HAVE ACCESS TO THE CORRECT ELECTRIC ON A FIRST COME FIRST SERVE BASIS AND IT WILL NOT BE GUARANTEED. YOU WILL ALSO BE CHARGED A LATE FEE OF \$100, PLUS THE ADDITIONAL PRICING AS LISTED BELOW.** GENERATORS ARE NOT ALLOWED. Please list all appliances to be used, and their wattage requirements:

Appliance (s):	Watts:	Check one:
(watts – volts x amps) () Provided power IS sufficient (200 watts provided)		() Provided power is NOT sufficient
_____ = _____		Complete & Check:
_____ = _____		Total wattage requirements are: _____
_____ = _____		If additional electrical power is needed, check one:
_____ = _____		() Additional 20 AMPS (1800 watts usage) \$150
_____ = _____		() Additional 40 AMPS (3600 watts usage) \$200
		() 220 (@20, 30 or 50 amp draw – limited availability) \$ call for pricing

_____ Booth (s) x \$ _____ = \$ _____

Insurance +\$ _____

Electrical Needs +\$ _____

Total \$ _____

DO YOU REQUIRE ACCESS TO RUNNING WATER? YES ___ NO ___ YOU MUST SUPPLY YOUR OWN HEALTH DEPARTMENT APPROVED LINE.

GREASE MANAGEMENT: YOU MUST KEEP YOUR FLOOR AREA CLEAN AT ALL TIMES SO GREASE IS NOT TRACKED OUTSIDE YOUR BOOTH AREA. AT THE END OF EACH NIGHT, PLEASE USE A SOLVENT OR HEAVY DUTY CLEANER TO SCRUB FLOOR AREA. THERE WILL BE A CLEANING FEE ASSESSED SHOULD YOU BE FOUND IN VIOLATION.

Signature _____

PAYMENT METHOD: Check () Money Order () Credit Card () MC () Visa () A/E () Discover ()

Card# _____ Exp. Date ____/____/____ Security code: _____

Signature _____

All checks made payable to: Blue Springs Chamber of Commerce
1000 W Main Street, Blue Springs, MO 64015 Phone: (816) 229-8558
Fax: (816) 229-1244 **A \$35 fee will be charged for ALL returned checks.**

FOR OFFICE USE ONLY:

Tentative Booth Number (s) _____

Payment received: _____ Insurance: _____ Electricity _____

- 1) DEFINITIONS
 - A) Festival: The Blue Springs Fall Fun Festival
 - B) Chamber: The Blue Springs Chamber of Commerce, the sponsoring organization of the festival.
 - C) Festival Committee: The Blue Springs Fall Fun Festival Committee which is authorized and empowered by the Chamber to organize and manage the festival and to promulgate and enforce rules and regulations for the conduct of the festival.
 - D) Vendor: The organization, person, or entity contracting with the Chamber to participate as a vendor at the festival and their agents, employees, and volunteers.
- 2) INTERPRETATION AND ENFORCEMENT OF RULES – Each Vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Jackson, and City of Blue Springs pertinent to the Vendors' participation in the festival, including, but not limited to, statutes and maintenance, and fire safety. The Chamber and the Festival Committee shall have the right to interpret the following rules and regulations; to amend or add such rules and regulations as in its discretion it might deem appropriate; and to enforce compliance with such rules and regulations. Any violation of these rules and regulations or of the referenced statutes and ordinances shall result in immediate forfeiture of all rights of participation in the festival and the return of any monies deposited to secure festival participation.
- 3) **LIABILITY INSURANCE - LIABILITY INDEMNITY – Vendor covenants that it will protect, defend, hold harmless and indemnify the Chamber, Festival Board, and City of Blue Springs, their directors, officers, agents, employees, and volunteers from and against any and all expenses, claims, actions, liabilities, attorney's fees, damages, and losses of any kind whatsoever, actually or allegedly, resulting from or connected with the participation as a Vendor in the festival. The Chamber, Festival Committee, and City of Blue Springs shall NOT be liable for any loss or damage to any merchandise or personal property in or about Vendor's booth, regardless of the cause of such loss or damage. LIABILITY INSURANCE - See front of contract.**
- 4) OBLIGATIONS – Vendors are required to follow all city, state and federal laws, as noted above, including the collection of appropriate sales tax. Vendors must also be current in all sales tax obligations to the State of Missouri and/or the City of Blue Springs.
- 5) CHECKS POST-DATED OR RETURNED UNPAID BY THE BANK MAY RESULT IN IMMEDIATE DISQUALIFICATION. Vendors will be charged a \$35 returned check fee.
- 6) EXHIBIT CATEGORIES -
 - A) Commercial– Commercial Vendors (siding, construction, windows, window treatments, OR solicitation of business services incl. chiropractors, carpet business, water filtration, etc.)
 - B) Market Vendors—ex: Avon, Tupperware, jewelry, and any product not personally made by you the vendor.
 - C) Food Vendor – Vendor selling any food item that contains meat such as hamburgers, hot dogs, pizza, sausage, chicken, fish, tacos, etc. **GREASE MANAGEMENT: YOU MUST KEEP YOUR FLOOR AREA CLEAN AT ALL TIMES SO GREASE IS NOT TRACKED OUTSIDE YOUR BOOTH AREA. AT THE END OF EACH NIGHT, PLEASE USE A SOLVENT OR HEAVY DUTY CLEANER TO SCRUB FLOOR AREA. THERE WILL BE A CLEANING FEE ASSESSED SHOULD YOU BE FOUND IN VIOLATION.**
 - D) Snack Food – Food items that are not considered a meal such as dessert items (ice cream, baked goods, candy, funnel cakes, snow cones, roasted almonds, kettle corn, drinks, etc.). **GREASE MANAGEMENT: YOU MUST KEEP YOUR FLOOR AREA CLEAN AT ALL TIMES SO GREASE IS NOT TRACKED OUTSIDE YOUR BOOTH AREA. AT THE END OF EACH NIGHT, PLEASE USE A SOLVENT OR HEAVY DUTY CLEANER TO SCRUB FLOOR AREA. THERE WILL BE A CLEANING FEE ASSESSED SHOULD YOU BE FOUND IN VIOLATION.**
 - E) Arts & Crafts – Items that are handmade by the Vendor (s). This does not include items that are handmade but purchased for resale (jewelry, woven rugs, food items and baskets, etc.) Photos must be submitted with craft contract and identified with name and medium represented. Photographs and any samples submitted will not be returned.
 - F) Game Booths – For operation of carnival-type games involving skill
 - G) Downtown Merchant – For purchase by Downtown Merchants to be used solely by them to display or sell their regular merchandise services. Merchant may not sublease to another business or give permission to an organization to utilize said space.
- 7) BOOTH SPACE Dimensions – Booths are 10' deep x 10' wide. All booths have a 10 ft. height restriction UNLESS OTHERWISE APPROVED OF BY FESTIVAL COMMITTEE. **NO SOLICITATION OUTSIDE THE BOOTH SPACE IS ALLOWED. THIS INCLUDES HANDING OUT FLYERS, SAMPLES, COUPONS AND INCLUDES VENDOR AND BOOTH STAFF. IF YOU ARE FOUND IN VIOLATION, YOU WILL ASKED TO CEASE. 2ND VIOLATION WILL RESULT IN THE CLOSING OF YOUR SPACE AND NO REFUND WILL BE GIVEN.**
- 8) Vendor Payment: Payment can be made in person, via phone or Internet. By signing this document, you are authorizing the Blue Springs Chamber of Commerce to charge your credit card. Before set up can begin, vendors who place phone orders MUST come to the Chamber office and sign the application and the credit card authorization located in the Payment Method box on the reverse of this application.
- 9) ARTS AND CRAFT APPLICATION PROCESS – Applications from Arts & Crafts Vendors will be judged on criteria based on available space, and quality of merchandise that reflects diversity and a festival atmosphere. Color photographs must accompany each signed contract. Photos must represent work vendor is going to exhibit at the festival. Photographs and any samples sent in will not be returned. UNPAID VENDOR SPACES WILL BE OFFERED TO THE NEXT PERSON ON THE WAITING LIST FOLLOWING THE DEADLINE. Festival personnel may evaluate each display and reserve the right to remove a Vendor or deny a space without refund to any Vendor in violation of any rule. Vendor Contract must have all items listed – no other items will be allowed in the booth space without approval of Festival Committee. ALL ITEMS UNDER THIS CATEGORY MUST BE HAND-MADE BY THE VENDOR.
- 10) **BOOTH SETUP/REMOVAL – TBA. YOU WILL BE SENT AN ITINERARY, WITH SPECIFIC INSTRUCTIONS ON TIMES AND ENTRY POINTS CLOSER TO FESTIVAL DATES.**
- 11) BOOTH CONSTRUCTION/USE – The Festival Committee reserves the right to remove a booth from the festival if the booth is constructed in an unsafe manner. Vendors will confine their operations to the booth and shall not tack or place advertising material or solicit business outside their booth. Vendor shall display this contract in a prominent location of the booth at all times. In the event a trailer is used as a booth, it must fit, including tongue, within booth space. Motor homes may not be used in booth space without prior consent of the Festival Committee.
- 12) SUBLEASING – Subleasing of all, or any, of the assigned booth space by the Vendor is strictly prohibited. Vendor cannot permit another party to exhibit, promote in any manner, or take orders in the booth.
- 13) SOUND RESTRICTIONS – The Festival Committee reserves the right to monitor and regulate the level of sound from all booths. After two (2) warnings about offensive sound, the Festival Committee shall have the right to disconnect power from the booth or request the offending Vendor vacate the booth space.
- 14) EXCLUSIVE PRODUCT RIGHTS – Exclusives have been granted to some companies and all Vendors must honor their rights. For those Vendors needing soft drinks and ice, only soft drink products and the ice products provided by festival contractors shall be purchased and used. Vendors will be provided exclusive contract information. Vendors may not display the name, logo, or slogan of any company whose products compete in the market with any of the exclusive products. Food Vendors, subject to exclusive rights granted by the Chamber, will be permitted to identify the name of the product they are selling by the placement of a sign at the booth. No other identification of the product will be permitted including, but not limited to, the use of cups, napkins, plates, or printed material.
- 15) CLEANUP – Vendor's booths must be kept clean. All refuse, rubbish, and garbage must be deposited in containers provided. IMPORTANT NOTICE: Any grease or charcoal not disposed of properly will result in a \$500 fine and will jeopardize Vendor's participation in future festivals. Vendor's containers are to be emptied and contents disposed of at regular intervals each day.
- 16) FESTIVAL SCHEDULE – Friday, September 14, 2018 from 12:00 p.m. – 10:00 p.m., Saturday, September 15, 10:00 a.m. – 10:00 p.m., and Sunday, September 16, 2018, 10:00 a.m. – **4:00 p.m.** Booths are to be manned at all hours of operation. In the event an Arts & Crafts Vendor sells out of its product, said Vendor shall nonetheless keep the booth open for display or sample items and solicitation of orders until festival closes. You may choose to open or remain closed during parade times on Saturday.
- 17) ACCESS TO THE FESTIVAL GROUNDS – Vendors shall be provided two tags to allow entry of vehicle through the barricaded boundaries of the festival only before and after the hours of operation. All vehicles must be outside barricades one hour prior to festival opening. Police and festival security may limit access earlier if crowd conditions warrant. No parking permits are given to Vendors.
- 18) CANCELLATION – Vendor shall notify the Chamber in writing of intent to cancel this contract no later than July 31, 2018, in order to receive a 50% refund. Cancellations after July 31 are not eligible for a refund.
- 19) ELECTRICITY – Vendor shall indicate on face of contract electrical power needed. Vendors requiring more than amount provided must pay at time of booth contracting. If Vendor uses more power than contracted for, Vendor shall forthwith reduce its power demand to contract limits. Vendors are provided 200 watts at 110 volts per booth. PLEASE NOTE: Generators are **not allowed.**
- 20) MERCHANDISE – At no time shall Vendor display for sale or otherwise materials which in the sole judgment of the Festival Committee, shall be deemed obscene, dangerous, or unlawful. Expressly prohibited are items including, but not limited to, the following: drug paraphernalia and related items, butterfly knives, all knives, throwing stars, guns, toy guns, water guns, and brass knuckles. Additionally, no Vendor shall be permitted to sell raffle tickets. The Festival Committee will notify Vendor of violation of this provision and permit removal of said items from the grounds. Failure of Vendor to do so will create forfeiture of Vendor's rights and privileges of this contract.
- 21) PET RESTRICTION - No pets will be allowed inside the barricades during festival.
- 22) This contract is expressly contingent insofar only as the Chamber is concerned upon its ability to obtain permission from the City of Blue Springs to conduct the 2018 Festival. In the event this contingency is not met prior to the opening of the festival, then this contract shall be null and void and the monies deposited herewith shall be returned to Vendor.
- 23) **NO SMOKING IN ANY BOOTH OR AMONG ATTENDEE FLOW AREAS.**