



35th Annual LIBERTY FALL FESTIVAL

Liberty Area Chamber of Commerce
September 23, 24, & 25, 2011

Date Rcvd:	_____
Amount:	_____
Booth:	_____
Deposit:	_____

Friday 11a.m. - 9p.m. All Areas Open
 Saturday 9a.m. - 9p.m. All Areas Open
 Sunday 12p.m. - 4p.m. Carnival & Tent Area Only

Food Vendors

Commercial Food Booth	\$390 _____	Non-Profit Food Booth	\$140 _____
<i>Electricity Available: ♦</i>		<i>Electricity Available: ♦</i>	
1 Hook-up/220 service	\$150 _____	1 Hook-up/20 amp svc.	\$100 _____
2 Hook-ups/20 amp svc.	\$125 _____	2 Hook-ups/20 amp svc.	\$125 _____
Total	_____	Total	_____

Craft/Non-Profit Vendors

Craft/Non-Profit: Square	\$90 _____	Craft/Non-Profit: Tent	\$115 _____
<i>No Electricity Available</i>		<i>Electricity Available: ♦</i>	
Total	_____	1 Hook-up/20 amp svc.	\$35 _____
		Total	_____

Are you providing a covering/tent for your booth? (circle one) **YES** **NO**

Commercial/Political Vendors

Commercial/Political: Square	\$165 _____	Commercial/Political: Tent	\$190 _____
<i>No Electricity Available</i>		<i>Electricity Available: ♦</i>	
Total	_____	1 Hook-up/20 amp svc.	\$100 _____
		Total	_____

Are you providing a covering/tent for your booth? (circle one) **YES** **NO**

♦ For those vendors needing electricity, you will need to provide a 300 ft, heavy duty, three-conductor grounded extension cord to reach outlets.

CONTRACT AGREEMENT

I agree to adhere to the specifications set forth in this agreement. This agreement is made and entered into by and between the Liberty Area Chamber of Commerce (the "Chamber") and

Vendor Business Name	Authorized agent/booth holder	E-mail
Street/PO Box	City	State Zip
Work Phone	Home Phone	

PLEASE READ RULES, REGULATIONS & DEFINITIONS AND SIGN BEFORE RETURNING APPLICATION.

The Liberty Area Chamber of Commerce accepts cash, checks and credit cards (MC, Discover & Visa) as forms of payment. Please indicate below how you are paying for your booth space, **payment must accompany application.**

Booth Fee \$ _____

Electrical Fee \$ _____

Total Enclosed \$ _____

Payment Type (circle one): CASH CHECK MC DISCOVER VISA

Credit Card # _____ Expiration Date _____

Signature _____ Authorization Code _____
(Office use only)

All booth holders:

All items for sale must be listed *specifically*; you must include **name brands**, etc. Please note the following items are **not** acceptable: laser pointers, Super String (or any similar product), stink bombs, smoke bombs, plastic poppers, rubber band guns, pipe guns (or any similar product), etc. Marshmallow guns are permitted to be sold but you may **not** sell marshmallows.

Please submit this page along with the signed Rules, Regulations & Definitions page that follows. If you have any questions, please contact the Chamber Office at 816-781-5200 or e-mail: info@libertyfallfest.com

Rules, Regulations & Definitions

COMMERCIAL FOOD BOOTH: A commercial food booth is defined as any company/person/organization that does not have a 501 (c) (3) tax-exempt status.

NON-PROFIT BOOTH: A non-profit booth is defined as any organization that has a 501 (c) (3) tax-exempt letter.

- A copy of your tax-exempt status must be attached to your application.

CRAFT BOOTH: An arts and crafts booth is defined as only handmade crafts made by the booth holder and submitted to and **approved** by the committee. Booths will be assigned on a **first pay** basis.

- Limited electricity is available.

COMMERCIAL/POLITICAL BOOTH: A commercial/political booth (Sales or display) is one set up to advertise and/or sell a product, device or service which is not handmade by the booth holder.

- Limited electricity is available.
- You must provide, in detail, the items you are representing including parent name, etc.
- The Fall Festival Committee will only allow **2** booths that advertise/sell the same product brand/line, such as: Mary Kay Cosmetics, Discovery Toys, Avon, etc. If there are 2 vendors with the same product brand/line one will be located on the Square and one will be in the Commercial Tent. Booths will be assigned on a **first pay** basis.
- If your company only allows for 1 representative per festival, you must notify us in writing.

FOOD VENDORS

- **\$100.00 deposit** required by check in. Checks may be sent by mail prior to the event. Deposit is refundable at checkout when clean up is completed and approved by a festival committee person.
- Four 220 hook-ups are available. The committee will determine assignment of these booths. Criteria considered will be 1) order of receipt of application; 2) booths that do not duplicate the same types of food; and 3) variety of foods offered.
- **Food Permits are required** from the Clay County Health Department, 800 Haines Drive, Liberty, MO 64068, (Phone: 816-595-4350). Your food permit must be displayed. Permits must be obtained by August 31, 2011.

ALL VENDORS

The sizes of booths inside the tent are **10' x 8'** (including a table) and those on the Square are **10' x 10'** (no table provided). Vendor is **responsible for setting up & tearing down of table**. Food booths are **20' x 10'**. (**All booths must be manned at all times.**)

There is **NO SMOKING** in any food or tent booth. **Open flames** or **smoking materials** are not permitted. This policy is in accordance with the City Ordinance 1109.4.1. Violation of this policy will result in being **expelled from the festival immediately** and not being permitted booth space in the future. **Each vendor** is responsible for **trash** from his booth. Please bring trash bags with you. A map with disposal locations will be provided.

Rules, Regulations & Definitions - continued

Electricity for craft booths allows for 1 cord to be used for lighting only. Vendors needing electricity will need to provide a 300-ft, heavy-duty, three-conductor grounded extension cord to reach outlets. Power strips and small appliances are not allowed. Vendors who continuously throw their appointed breaker will be asked to disconnect all electrical plug-ins.

Tent area vendors will be permitted to begin booth assembly at 7:00 p.m. on Thursday evening. Square area vendors can begin setup after 7 a.m. Friday morning. **Security will be available on Friday & Saturday evening.** It is recommended that any items of value be removed from the festival grounds each evening. On Friday, all vendors will be permitted to begin booth assembly at 7:00 a.m. All booths must be open by 11a.m. **Tear down on Saturday shall not begin before 9:00 p.m.** You must have all transactions completed within thirty minutes of the close of the festival each day. **Leaving the show early on any day will forfeit all future right of entry.** There will be **no driving/moving of any booth holder's vehicles** on festival grounds after 10:00 a.m. on Friday, September 23rd or before 9:00 p.m. on Saturday, September 24th. There will be **no booth holder vehicles parked inside barricades at any time during the operating hours of the festival.**

The **Fall Festival Committee** is authorized and empowered by the Liberty Area Chamber of Commerce to organize and manage the Liberty Fall Festival and to promulgate and enforce rules and regulations for the conduct of the festival. Decisions made by the committee are non-negotiable. **The committee reserves the rights to make changes to booth locations - no booth space is guaranteed.** The festival is not responsible for space for extra product, supplies, etc. **The Committee reserves the right to revoke a booth license at any time, not refund the fees and forfeit all future right of entry.** Neither the committee nor the Chamber is responsible for loss due to damage or theft.

Cancellations must be made **in writing** no later than August 1, 2011 in order to be eligible for a refund. A refund of 80% of the contract price will be made only if the booth is **resold** before September 1st. **No refunds** will be made after September 1, 2011.

APPLICATION PROCESS: A **late fee of \$50.00** will be charged for all applications postmarked at a United States Postal facility after July 31, 2011. **Late applications will not be processed until the late fee is paid.** A check for all fees except clean-up deposit must accompany applications. A \$30.00 service fee will be charged for non-negotiable checks. Notification of application receipt will be mailed no later than one week after application is received in our office. Notification of food vendors requesting 220 hook-up will be made as soon as practical after June 30, 2011. Vendor packets will be mailed on September 1, 2011.

Make checks payable to: Liberty Area Chamber of Commerce, 1170 W Kansas St., Suite H, Liberty, MO 64068

Phone: (816) 781-5200 ♦ Fax: (816) 781-4901 ♦ E-mail: info@libertyfallfest.com

I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE ABOVE RULES, REGULATIONS & DEFINITIONS.
SIGNED: _____ DATE: _____

Please submit this agreement with your completed application.