

# VENDOR APPLICATION


## EVENT: JUNE 2-4, 2017



**PLEASE READ THE DOWNTOWN DAYS RULES & REGULATIONS CAREFULLY BEFORE COMPLETING APPLICATION.**

The Downtown Days Committee reserves the right to assign booth spaces and accept or reject applications. If your application is accepted, you will receive a confirmation packet via email in late April listing your booth number. If your application is not accepted, your fee will be refunded. Incomplete applications will not be reviewed.

**APPLICATION DEADLINE FOR REGULAR PRICING: APRIL 1, 2017.  
NO REFUNDS WILL BE MADE AFTER APRIL 1, 2017.**

Presented by: 

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ WEBSITE \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ MO SALES TAX ID \_\_\_\_\_

(To be used for economic impact data)

### PLEASE CHECK THE APPROPRIATE VENDOR CATEGORY & BOOTH SIZE:

	<u>10x10</u>	<u>10x20</u>	<u>10x30</u>	<b>BOOTH FEES AFTER APRIL 1, 2017</b>		
				<u>10x10</u>	<u>10x20</u>	<u>10x30</u>
Handcrafted (Outside Lee's Summit)	<input type="checkbox"/> \$275	<input type="checkbox"/> \$450		<input type="checkbox"/> \$375	<input type="checkbox"/> \$550	
Handcrafted Lee's Summit Residents	<input type="checkbox"/> \$175	<input type="checkbox"/> \$300		<input type="checkbox"/> \$275	<input type="checkbox"/> \$400	
Games	<input type="checkbox"/> \$375	<input type="checkbox"/> \$600		<input type="checkbox"/> \$475	<input type="checkbox"/> \$700	
Commercial	<input type="checkbox"/> \$450	<input type="checkbox"/> \$850		<input type="checkbox"/> \$550	<input type="checkbox"/> \$950	
Nonprofit Organization	<input type="checkbox"/> \$250	<input type="checkbox"/> \$450		<input type="checkbox"/> \$350	<input type="checkbox"/> \$550	
Food	<input type="checkbox"/> \$400+10% gross receipts	<input type="checkbox"/> \$750+10% gross receipts	<input type="checkbox"/> \$1,150+10% gross receipts	<input type="checkbox"/> \$500+10% gross receipts	<input type="checkbox"/> \$850+10% gross receipts	<input type="checkbox"/> \$1,250+10% gross receipts

**REQUIRED: List ALL items to be sold, displayed, given away, games to be played, and music devices to be used:**

\_\_\_\_\_

\_\_\_\_\_

### PLEASE CHECK THE FOLLOWING, IF NEEDED:

Tent Rental:  10x10 tent with sides...\$250     10x20 tent with sides...\$350     10x30 tent with sides...\$450

Electricity\*:  1—110 volt, 15 amp service...\$35  
 2—110 volt, 15 amp services...\$70  
 3—110 volt, 15 amp services...\$105  
 220 volt service...\$105

Electrical Usage:  Lighting/cash register  
 (each usage requires its own service)  Cooking/heating (popcorn machines)  
 Refrigeration

\*If you do not purchase electricity, you will not have access to any power.

**We encourage vendors to use energy-efficient lighting. If you need power, you must provide your own 100 ft. extension cord.**

To better aid in providing adequate electricity, please list ALL items you will be plugging into an outlet:

Water:  Access to water temporarily     CONTINUOUS access to water (must be continuously connected to a hydrant)

RV Parking:  No charge; however, must request space prior to event. No hook-ups available. Space only.

**FEE CALCULATION:** \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Booth Fee                      Tent Rental                      Electricity                      Total Booth Fee

**(Check or credit card payment must be included with application.)**

**ALL VENDORS:** You must submit 5 photos/JPEGs of their product(s) and 1 photo/JPEG of their booth (or a description of what your booth will look like, if a photo is not available). Handcrafted vendors also must submit photos of them making their product(s). **Even if you have participated in the past, vendors must again submit photos.** The vendor gives DLSMS permission to use these photos on its websites and in all marketing materials.

**HANDCRAFTED VENDORS:** Please attach a written description of how your product(s) are made and photographs.

**FOOD VENDORS:** Please include proof of insurance listing DOWNTOWN LEE'S SUMMIT MAIN STREET, INC. as additional insured (see Rules & Regulations for more details). Also include a list of all of the food and drink items you are requesting to sell, along with the prices for each. DLSMS and Downtown Days reserve for themselves the exclusive sale of alcoholic beverages. You may sell non-alcoholic beverages. The Vendor Committee will determine which items you will be allowed to sell. You will receive notification of approved items with your acceptance letter. Only approved items will be allowed.

**TRAILERS:** If you will have a trailer in your booth space, list the EXACT dimensions, including any overhangs: \_\_\_\_\_

**HAVE YOU INCLUDED THE FOLLOWING WITH YOUR APPLICATION?**

- Payment (including booth fee, as well as tent rental and electricity, if needed)
- 5 photos/JPEGs of your product(s) to be sold or displayed
- 1 photo/JPEG of your booth (or description of what your booth will look like, if a photo is not available)
- Description of how your products are made and photos of you making your products (handcrafted vendors only)
- Proof of insurance and list of food and drink items you are requesting to sell with prices (food vendors only)

**Payment Options:**

- Check payable to DLSMS and mailed to:**  **Credit Card #** \_\_\_\_\_  
**13 SE Third St.** **Expiration:** \_\_\_\_\_ **Security Code:** \_\_\_\_\_  
**Lee's Summit, MO 64063** **Billing Zip Code:** \_\_\_\_\_

Now this \_\_\_\_\_ day of \_\_\_\_\_, 2017, as partial consideration for participating in the 2017 Downtown Days Festival, I \_\_\_\_\_, hereby agree to indemnify and hold Downtown Lee's Summit Main Street Inc., a Missouri nonprofit corporation, and its agents, servants, employees, successors and assigns, harmless from and against any and all liability, claims, damages, losses, fines and/or expenses, including, but not limited to attorney's fees, resulting from or arising out of or related to personal injuries, loss of, or damage to, property or involving any impairment of, or damage to, any right because of, or in any way related to, my participation as a \_\_\_\_\_ in the 2017 Downtown Days whether or not such liability, claim, damage, loss, fine or expense is caused in part by the negligence of Downtown Lee's Summit Main Street. I acknowledge that I have freely and voluntarily entered into this agreement and that I have read and understand this agreement and the Rules & Regulations in their entirety.

A completed application is a contract to exhibit, if accepted. No refunds will be made for cancellation after April 1, 2017, nor for removal for cause or inclement weather. Downtown Days is an outdoor event, and Downtown Lee's Summit Main Street Inc. may, in its sole discretion, cancel part or all of the event because of extreme weather, such as flooding, windstorm or other conditions that Downtown Lee's Summit Main Street determines may be hazardous to vendors, artists, patrons or event staff. Downtown Lee's Summit Main Street Inc. shall not be responsible for damages caused by acts of God or any third party.

I have read the enclosed 2017 Downtown Days Festival Rules & Regulations and agree to be bound thereto as a condition to my being a vendor at Downtown Days 2017. I understand that the Rules & Regulations are subject to change before the 2017 festival.

\_\_\_ Yes, I will stay within the confines of my assigned booth at all times. Any sales and/or solicitations will remain inside my booth.

\_\_\_ Yes, my booth will be manned all hours and days of the 2017 Downtown Days Festival.

Participant Signature

Date

**STAFF USE ONLY**

Date received _____	Photos/JPEGs _____	Booth Fee \$ _____
Temp. access to water _____	Cont. access to water _____	Tent Rental \$ _____
RV Parking _____	Description (HC vendors) _____	Electricity \$ _____
Menu (food vendors) _____	Insurance (food vendors) _____	Amount Due \$ _____
		Check # _____