

JUNE 6-8, 2014

Vendor application

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

The Downtown Days Committee reserves the right to assign booth spaces. 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. **APPLICATION DEADLINE FOR REGULAR PRICING: APRIL 1, 2014. NO REFUNDS WILL BE MADE**

AFTER APRIL 1, 2014.														
BUSINESS NAME ADDRESS CITY/STATE/ZIP			PHONE EMAIL ADDRESS WEBSITE MO SALES TAX ID (To be used for economic impact data)											
												(To be	used for economic ir	npact data)
								PLEAS	SE CHECK THE	APPROPRIATI	E VENDOR CA	TEGORY & BO	OOTH SIZE:	
												BOOTH FEES AFTER APRIL 1, 2014		
	<u>10x10</u>	10x20	<u>10x30</u>	<u>10x10</u>	<u>10x20</u>	<u>10x30</u>								
Handcrafted (Outside Lee's Sum Handcrafted Lee's Summit Residen		□ \$440 □ \$300		□ \$300 □ \$200	□ \$540 □ \$400									
Games	\$340	\$600		□ \$390	□ \$700									
Commercial	\$390	\$690		□ \$440	□ \$790									
Nonprofit Organization	\$250	\$440		□ \$300	□ \$540									
Food	\$390+10% gross receipts	\$615+10% gross receipts	\$940+10% gross receipts	\$440+10% gross receipts	\$715+10% gross receipts	\$1,190+10% gross receipts								
List ALL items to be sold, o	displayed or giver	n away, games t	o be played and	music devices	to be used (requi	red, no exceptions)								
	PLEASI	E CHECK THE F	FOLLOWING, IF	NEEDED:										
Tent Rental: ☐ 10x10 tent	with sides\$235	□10x20 ten	t with sides\$3	05 10x30	O tent with sides.	\$385								
	t, 15 amp services t, 15 amp services	s\$60 (ea			ating (popcorn ma	achines)								
We encourage vendors to use	э energy-efficient licุ	ghting. If you need	d power, you must	provide your ow	n 100 ft. extension	cord.								
To better aid in providing a	dequate electricit	ty, please list AL	L items you will	be plugging int	o an outlet:									
Water: Access to water	temporarily	CONTINUO	US access to wa	ater (must be cor	ntinuously connect	ed to a hydrant)								
RV Parking: ☐ No charge;	however, must re	equest space pr	ior to event. No	hook-ups availa	able. Space only.									
FEE CALCULATION: \$	+ \$ oth Fee Tent Rer	+ \$ ntal Electrici	ty Total Boo	·	k or credit card pa included with app	•								

HANDCRAFTED VENDORS: You must attach a written description of how your product(s) are made along with photos of you making your product(s). Also include close-up photos of your product(s).

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 during Do	owntown Days.		-	•		
TRAILERS: If you	will have a trailer in your sp	ace, list the E	EXACT dimensions	, including ove	erhangs:	
description of what them making their	dors must submit 5 photos/ at your booth will look like, i r product(s). Even if you ha v mission to use these photos	if a photo is n ve participate	ot available). Hanc ed in the past, vend	dcrafted vendo lors must agai	ors also must s n submit phot	submit photos of
	HAVE YOU INCLUD	DED THE FOL	LOWING WITH YO	OUR APPLICAT	TION?	
☐ Payment	for booth fee (including tent	t rental and e	lectricity, if needed	l)		
5 photos	JPEGs of your product(s) to	o be sold or c	displayed			
•	PEG of your booth (or desc	•	•			•
	on of how your product(s) is		•			
☐ Proof of ir	nsurance and list of food an	nd drink items	you are requesting	g to sell with p	orices (food vend	dors only)
Payment Options	3:					
☐ Check pa	ayable to DLSMS and maile	ed to:	Credit Card #			
P.O. Box	1688	I	Expiration:		Security Code	:
Lee's Su	mmit, MO 64063		Billing Zip Code <u>:</u>		_	
right because of, or not such liability, cla acknowledge that I Rules & Regulations A completed applica- removal for cause of its sole discretion, of determine may be h	of or related to personal injuries in any way related to, my partialm, damage, loss, fine or expensive freely and voluntarily enters in their entirety. ation is a contract to exhibit, if or inclement weather. Downtow cancel part or all of the event be azardous to artists, patrons or y acts of God or any third party.	icipation as a _ ense is caused ered into this a accepted. No n Days is an o ecause of extre r event staff. Do	in part by the neglig agreement and that I I refunds will be made utdoor event, and Do eme weather, such as	in the ence of Downto have read and use for cancellation owntown Lee's S a flooding, wind	2014 Downtown own Lee's Summ understand this n after April 1, 20 Summit Main St storm or other o	n Days whether or mit Main Street. I agreement and the 014, nor for reet Inc. may, in conditions that we
I have read the encl a vendor at Downto	osed 2014 Downtown Days Fe wn Days 2014.	estival Rules &	Regulations and agre	ee to be bound	thereto as a co	ndition to my being
Yes, I will stay wi	ithin the confines of my assign	ed booth at all	times. Any sales and	d/or solicitations	will remain ins	ide my booth.
I understand tha 7 p.m. Sunday,	at my booth must be manned A June 8.	ALL hours of th	ne festival and must b	oe completely re	emoved from the	e festival area by
	Participant Signature			_	Date	
		STAF	F USE ONLY		24.5	
	Date received		JPEGs	Booth F	ee \$	
	Temp. access to water		ccess to water		ntal \$	
	RV Parking	Descrip	tion (HC vendors)	Electrici	ty \$	

Insurance (food vendors) _

Amount Due \$ Check #

Menu (food vendors)

2014 Downtown Days Festival RULES & REGULATIONS

The Downtown Days...Streets Alive! Festival is hosted annually by Downtown Lee's Summit Main Street (DLSMS). This event is the major fundraiser for DLSMS and provides the 501c3 nonprofit organization with funding to continue its revitalization and historic preservation efforts. Downtown Days takes place the first full weekend in June in Downtown Lee's Summit, Mo.; it includes live entertainment, arts, crafts, food, a carnival and much more. DLSMS also partners with the Lee's Summit Downtown Rotary Club to host a KCBS-sanctioned BBQ contest, Smokin' on the Summit.

Each Downtown Days vendor shall comply with the following Rules & Regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Jackson, Mo., and City of Lee's Summit, Mo., pertinent to the vendor's participation in the Festival, including, but not limited to, statutes and ordinances affecting gambling, health and sanitation, building and electrical, construction, maintenance, codes and fire safety.

DLSMS and the Downtown Days Committee shall have the right to interpret the following Rules & Regulations as in its discretion it might deem appropriate and to enforce compliance with such Rules & Regulations. Any violation of these Rules & Regulations or of any statute or ordinance shall result in immediate forfeiture of all rights and participation in the Festival and the forfeiture of any monies deposited to secure participation in the Festival.

1. <u>CANCELLATION AND REFUNDS</u>: As stated on the application, no refunds will be made for cancellation after April 1, 2014, or for violation of the Rules & Regulations or inclement weather.

2. HOURS OF DAILY OPERATION:

Friday, June 6, 2014: Noon – 10 p.m. Saturday, June 7, 2014: 10 a.m. – 10 p.m. Sunday, June 8, 2014: 11 a.m. – 4 p.m.

3. <u>APPLICATION PROCESS</u>: Vendors interested in participating in the Festival must fill out the 2014 Vendor Application and submit the completed application along with payment for booth fees (tent rental and electricity, if applicable), 5 photos/JPEGs of the product(s) to be sold and/or displayed, and 1 photo/JPEG of the vendor booth (or a detailed description of what the booth will look like, if a photo is not available).

HANDCRAFTED VENDORS also must submit a written description of how their product(s) are made along with photos of them making their product(s). Also include close-up photos of your product(s).

FOOD VENDORS also must submit proof of insurance. This certificate of insurance should be general liability coverage with limits no less than \$1,000,000 each occurrence and \$2,000,000 aggregate and list <u>Downtown Lee's Summit Main Street Inc.</u> as additional insured. Food vendors also must submit a list of the food and drink items they are requesting to sell during the event along with pricing of the items.

This is a juried event with limited vendors. Applications will be juried by the Downtown Days Committee based on quality and uniqueness. There are a limited number of booth spaces available, and the Downtown Days Committee reserves the right to assign all booth spaces. Variety and the availability of power are significant factors in determining acceptance and booth placement. Vendors accepted into the Festival will receive a confirmation packet via email after April 21, 2014, listing their booth number. Please no phone inquiries. Those not accepted into the Festival will be refunded their booth fees.

- VENDOR CATEGORIES: The following are descriptions of the booth categories available at the Festival:
 - a. HANDCRAFTED: Items that are handmade BY THE EXHIBITOR. This does not include items that are handmade but purchased for resale. All handmade crafts should focus on the work of the individual. All components of the work must be handcrafted, displaying excellence in concept and technique and the mark of individuality. None of the following may be displayed or sold in a handcrafted booth: imports, kits, items made from kits, items made using commercial patterns or commercial molds, items assembled from pre-manufactured components, unfinished work, items made from whale or elephant ivory, commercial t-shirts, commercial sweats, or art-and-craft supplies. (Please see commercial application.) The Downtown Days Committee will jury all applications, and only quality, handcrafted vendors will be placed in the handcrafted area. The Downtown Days Committee reserves the right to decide which handcrafted items fit the image of the Festival. The work of only one exhibitor may be displayed in each assigned space. A two-person team producing a product may qualify as a single exhibitor; however, this arrangement must be explained in detail on the application.

- **b. GAMES:** To be used for carnival-type games involving skill or chance where prizes are awarded. No live animals, such as goldfish, may be given as prizes.
- c. COMMERCIAL/NONPROFIT ORGANIZATIONS: For use of selling or displaying products or services, distributing information and soliciting contracts. Nonprofit organizations are only those as identified by the IRS. Any items to be given away must be listed on the application. Commercial and nonprofit booths may NOT sell food and/or drinks, except for pre-packaged mixes that are not consumed at the time of purchase. Any commercial or nonprofit vendors wanting to distribute edible samples (salsas, jams, dips, etc.) must obtain a food permit from the Jackson County Environmental Health Department.
- d. FOOD: To be used for selling food and/or drink items. The Downtown Days Committee reserves for itself the exclusive sale of alcoholic beverages. If you are selected as a food vendor, the committee has the right to disallow certain individual food items. THE VENDOR IS RESPONSIBLE FOR OBTAINING A TEMPORARY FOOD PERMIT FROM THE JACKSON COUNTY ENVIRONMENTAL HEALTH DEPARTMENT PRIOR TO THE FESTIVAL. An application will be included in your confirmation packet.
- 5. DEFINITION OF BOOTH SPACES: The booth spaces are marked off and numbered in the Downtown Lee's Summit area. YOU MUST KEEP YOUR BOOTH WITHIN THE CONFINES OF THE SPACE PURCHASED: THIS INCLUDES TIE-DOWNS AND OVERHANGS (NO exceptions). Booth spaces measure 10' x 10', 10' x 20' and 10' x 30' on the street. Your booth must be placed on the street (not the sidewalk) and may not extend any further than 10' from the curb into the street this allows for a fire lane in case of emergencies. Vendor displays, signage, etc. must not interfere with traffic flow or infringe on another booth. Your booth will be removed if it extends further than the definition in these Rules & Regulations. Under no circumstances may you sell your booth space to another exhibitor or permit other parties to exhibit merchandise you may only sell what is stated on your application. ANY SALES AND/OR SOLICITATION MUST BE KEPT WITHIN THE CONFINES OF YOUR BOOTH SPACE. This includes hawking, passing out samples, etc. All booths must be staffed and in operation for the entire scheduled hours every day of the Festival. The Downtown Days Committee reserves the right to remove a booth from the Festival area should the booth be constructed in an unsafe manner.

6. VENDOR SET-UP & TAKE DOWN:

- **a. CHECK-IN:** All vendors must pick up their check-in packets at the Information Booth at the corner of S.E. Third and S.E. Main streets PRIOR to setting up their booth. Check-in times are as follows:
 - 4 to 5 p.m. Thursday, June 5: Vendors who will be parking permanent trailers in their booth space.
 - 5 to 8 p.m. Thursday, June 5: All other vendors.
 - 8 to 10 a.m. Friday, June 6: Remaining vendors.

Included with your check-in packet will be a Certificate of Participation, which shall include your booth number. These certificates must be prominently displayed in your booth during the entire Festival. If you have not checked in by 10 a.m. Friday, June 6, it will be assumed you are not attending and your booth space automatically will be forfeited. No refunds will be given. Your booth must be set up and ready by the start of the Festival each day. No vendor may change booth spaces without approval from the Executive Director or the Events & Promotions Director.

- b. BOOTH SPECIFICS: The Festival only rents booth space to vendors. Vendors must provide the set-up, including a tent, tables, chairs, display screens, etc., and all must be contained inside of the assigned booth space. Vendors may bring their own tent or rent one from the Festival at the time of application. ALL TENTS MUST HAVE WEIGHTED TIE-DOWNS. This prevents tents from blowing over and injuring vendors and/or guests in the event of a storm. Vendors may request electricity (for an additional fee) and water at the time of application. Only approved event utilities may be used. Vendors are not allowed to hook up to private utilities. Vendors who hook up to electricity they did not pay for may be removed from the festival.
- c. SECURITY: Security will only be provided to preserve order during Festival hours. Downtown Lee's Summit Main Street is not responsible for damage to any person during the show or for any damaged, lost or stolen items. Lee's Summit Police will patrol the area after hours; however, exhibitors are strongly encouraged to remove and secure any and all valuables, including merchandise, at the end of each day, as the festival area cannot be fenced or sealed off. Each exhibitor is responsible for his or her own insurance.
- d. VEHICLE PARKING: No vehicles will be allowed in the Festival area from a ½ hour prior to the opening of the Festival and until all people are cleared after the closing. This will be strictly enforced by the police and fire departments. You must hand-carry merchandise in or out during Festival hours. Vehicles are not allowed

to park in front of barricades or in alleyways. In case of an emergency, the fire department must move the barricades to get inside the Festival area. Failure to comply with this rule will result in your booth removal; your vehicle will be towed; and you will not be allowed to participate in any future Downtown Days festivals. Vendors are discouraged from using parking spaces that best serve guests and shoppers. A map is included in the vendor confirmation packets noting vendor parking areas. VENDORS ARE NOT ALLOWED TO PARK IN PRIVATE PARKING LOTS OR THE FARMERS MARKET LOT AT THE CORNER OF SECOND AND DOUGLAS STREETS. A special area for RV and camper parking has been established, and must be requested on your application. Please note: no hook-ups are available. RV and/or camper parking on city streets around the Festival area is not permitted.

- e. TAKE-DOWN: No booth or part thereof is to be dismantled or removed before closing time on each day of the Festival. BOOTHS MUST BE MANNED AND OPEN ALL HOURS OF THE FESTIVAL EACH DAY. Those who tear down early may not be allowed to return to the Festival in future years. No vehicles will be permitted into the exhibit areas until all people are cleared from the Festival. If crafts are subject to weather, crafters must provide adequate protection. All vendors must have someone at their booth starting the tear-down process no later than 5 p.m. Sunday, June 8. ALL EXHIBITS MUST BE COMPLETELY REMOVED FROM THE PREMISES BY 7 P.M. SUNDAY, JUNE 8.
- f. RAIN-OUT CLAUSE: In the event of rain for more than two (2) hours, the Downtown Days Committee will make a decision whether or not a "Rain-Out" will be called. Participants will be notified when vehicles may be allowed into the Festival area. If you do tear down because of rain and a "Rain Out" has not been called, you must carry products out by hand. NO VEHICLES WILL BE ALLOWED INTO THE FESTIVAL AREA WITHOUT THE PERMISSION OF THE DOWNTOWN DAYS COMMITTEE. Failure to comply with this rule may exclude you from participating in future festivals. Even if a "Rain Out" is called, refunds will not be issued.
- 7. ELECTRICITY: Limited electricity is available upon request for an additional fee at the time of application. VENDORS WHO DO NOT PAY FOR POWER WILL NOT BE ABLE TO HOOK UP TO POWER DURING THE FESTIVAL. Vendors are encouraged to use energy-efficient lighting. If you have any special electrical needs to operate your booth, please note them on your application. IF these needs can be met, you may be charged an extra fee for this service. REMINDER: YOU MUST BE SPECIFIC ON RESERVATION REQUESTS REGARDING WHAT TYPE OF ELECTRICAL EQUIPMENT YOU WILL BE CONNECTING TO YOUR OUTLET. The Downtown Days Committee does NOT provide extension cords. Vendors requiring electricity must bring their own 100 ft. extension cord, as well as a surge protector if you will be plugging in multiple devices. Electricity will not be supplied to any RVs, campers, etc. for personal use. DLSMS is not responsible for damage caused by a power surge to any equipment. If appropriate, vendors are encouraged to provide surge protectors. Vendors are NOT allowed to bring generators, unless they have received special permission from DLSMS staff. Generators can be very noisy and disrupt other vendors, as well as guests.
- 8. FOOD VENDORS: No open fires are permitted at any time. It is the responsibility of each food vendor to remove all used cooking oil and/or grease from the festival premises. These wastes, including batter from corn dogs, funnel cakes, etc., are NOT to be dumped into festival trash cans. See rule #9 regarding disposal of boxes and other waste products. ALL FOOD VENDORS NOT OPERATING OUT OF SELF-CONTAINED TRAILERS MUST PUT DOWN GREASE MATS TO PROTECT THE STREETS. Vendors leaving grease on the streets will not be allowed back in future years. All food vendors must have at least one (1) dry chemical fire extinguisher at their booth area. Any food vendor using smoke-producing cookers must call the DLSMS office for the availability of special designated areas. As stated in the application, 10 percent of all gross receipts will be paid to DLSMS. A committee member, wearing a Downtown Days t-shirts, will come to your booth, and at this time you will pay them 10 percent of all sales. Collection will be strictly enforced. Collection times will be as follows:

FRIDAY SALES: between 9 a.m. and 10 a.m. Saturday, June 7 SATURDAY SALES: between 10 a.m. and 11 a.m. Sunday, June 8 SUNDAY SALES: between 3 p.m. and 4 p.m. Sunday, June 8

9. <u>DAILY CLEAN UP:</u> Vendors' booths must be kept clean, and all refuse, rubbish and garbage must be deposited in event dumpsters listed on the vendor check-in map. Vendors are responsible for taking their own trash (cardboard boxes, plastic wrap, food waste, etc.) to the dumpster. VENDOR TRASH MAY NOT BE DEPOSITED IN PRIVATE DUMPSTERS OR TRASH CANS THROUGHOUT THE FESTIVAL. Cardboard boxes must be broken down before being placed in the approved vendor dumpsters. Do not allow water or other debris to go into other booths. A waste-water holding tank is located on S.W. Main Street. NO LIQUIDS ARE TO BE POURED ON THE STREET AS THE SEWER IS NOT SANITARY. If booths are not cleaned properly, vendors will not be invited to return in following years.

- 10. RECYCLING: All vendors are encouraged to participate in the City of Lee's Summit's recycling efforts and use recyclable cups. Please Note: Per Article 11 of the City's Unified Development Ordinance, styrofoam and glass food and beverage containers are prohibited at all special events in the City of Lee's Summit. For more information, visit www.cityofls.net.
- 11. HOSPITALITY: There may be a host available upon request for short-term booth sitting. Please notify a committee member to make this request. The Information Booth is located at Third and S.E. Main streets. Ice also will be available for purchase at the Information Booth.
- 12. SALES TAX: It is the responsibility of all vendors to pay their own sales tax to the State of Missouri. Forms are provided in your check-in packet and at the Information Booth at the corner of Third and S.E. Main streets. If you need assistance obtaining a MO Sales Tax ID number, contact the Missouri Department of Revenue at 573-751-2836 or visit www.dor.mo.gov.
- 13. PROHIBITED ITEMS: No merchandise shall be sold, used or given away that are obscene, dangerous or unlawful. Expressly prohibited are items including, but not limited to, the following: alcoholic beverages, drug paraphernalia, guns, butterfly knives, switch blades, throwing stars, brass knuckles, water weenies, explosive devices, fireworks, silly string, poppers, disappearing ink, stink bombs and other items. The Downtown Days Committee will notify a vendor of his/her violation of this provision, and the items will be removed from the Festival grounds. Failure of a vendor to do so will create forfeiture of his/her rights and privileges pursuant to this contract. The Downtown Days Committee has the right to request removal of offensive or non-complying objects.
- 14. SOUND RESTRICTIONS: The Downtown Days Committee reserves the right to monitor and regulate the level of sound from all booths. Loud speakers and noisy instruments are not permitted. If you will have music devices at your booth, you must list the specific devices/instruments on your application. Please be considerate of your fellow exhibitors. After two (2) warnings regarding offensive or loud sound, the Downtown Days Committee shall have the right to disconnect power from the booth or request the offending vendor to vacate the booth.
- 15. PETS: For the safety of all, pets must be on a leash at all times. The City of Lee's Summit does have a leash law, which will be enforced. Only vendors are allowed to bring pets on a leash. A Downtown Days Committee member may ask you if you are a vendor. Please show your ID wrist band, which you will receive in your check-in packet, to any committee member who stops you.
- 16. VENDOR CONDUCT: All vendors will show others respect at all times. Vendors, employees, helpers or patrons who arrive inebriated, use foul language or act in a confrontational manner with other vendors, Downtown Days staff or festival attendees will be asked to leave the Festival immediately. No fees will be refunded and you will not be allowed to participate in the Festival in future years.

CALENDAR OF IMPORTANT DATES

Tues., April 1: Deadline to receive regular booth pricing Mon., April 21: Notification of entries accepted (on or about) Thurs., June 5 (4-5 p.m.): Vendor check-in (permanent trailers) Sat., June 7 (10 a.m.-10 p.m.): Festival open **Thurs.**, **June 5 (5-8 p.m.)**: Vendor check-in (all others)

Fri., June 6 (8-10 a.m.): Vendor check-in Fri., June 6 (noon-10 p.m.): Festival open Sun., June 8 (11 a.m.-4 p.m.): Festival open Sun., June 8 (7 p.m.): Vendors must be out of festival

THE DOWNTOWN DAYS COMMITTEE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION AND DOES NOT GUARANTEE PROXIMITY TO OR AWAY FROM COMPETING VENDORS.

VIOLATION OF ANY OF THE ABOVE RULES & REGULATIONS COULD RESULT IN IMMEDIATE EVICTION, WITHOUT FURTHER NOTICE, FROM YOUR OCCUPIED BOOTH SPACE BY THE DOWNTOWN DAYS COMMITTEE. NO REFUNDS WILL BE GIVEN TO ANY EVICTED VENDOR, AND YOU WILL NOT BE ALLOWED TO PARTICIPATE AGAIN.

P.O. Box 1688 | Lee's Summit, MO 64063 | 816-246-6598 | events@downtownls.org | LeesSummitDowntownDays.com