

2019 Downtown Days Festival
RULES & REGULATIONS

The Downtown Days festival is hosted annually by Downtown Lee's Summit Main Street (DLSMS). This event is the primary 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.

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 pertaining to 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. **CANCELLATION AND REFUNDS:** As stated on the application, no refunds will be made for cancellation after April 1, 2019, or for violation of the Rules & Regulations or inclement weather.
2. **HOURS OF DAILY OPERATION:**
 - Friday, June 7, 2019: Noon – 10 p.m.
 - Saturday, June 8, 2019: 10 a.m. – 10 p.m.
 - Sunday, June 9, 2019: 11 a.m. – 4 p.m.
3. **VENDOR CATEGORIES:** The following are descriptions of the booth categories available at the festival:
 - a. **HANDCRAFTED:** Items that are handmade BY THE EXHIBITOR. All handmade items 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. This does not include items that are handmade but purchased for resale. ***None of the following may be displayed or sold in a handcrafted booth:*** consumable products, prepackaged mixes, imports, kits, items made from kits, items made using commercial patterns or commercial molds, items assembled from pre-manufactured components, unfinished work, commercial clothing, or art-and-craft supplies (see commercial category for information). 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. Prizes and booth displays must be family-friendly and appropriate for all ages.
 - c. **COMMERCIAL/POLITICAL:** For use of selling or displaying products or services, distributing information, and soliciting. Commercial vendors are NOT permitted to sell food and/or drinks, except for prepackaged mixes and food products that are not consumed at the time of purchase. Any commercial vendors wanting to distribute edible samples (salsas, jams, dips, etc.) must obtain a food permit from the Jackson County Environmental Health Department.
 - d. **NONPROFIT ORGANIZATION:** For use by groups identified as a 501c3 nonprofit organization by the Internal Revenue Service. For use displaying products or services, distributing information, and soliciting membership or contracts. Any signage and items to be displayed or given away must be listed on the application. Nonprofit booths are NOT permitted to sell food and/or drinks.
 - e. **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 AND PURCHASING A TEMPORARY FOOD PERMIT FROM THE JACKSON COUNTY ENVIRONMENTAL HEALTH DEPARTMENT PRIOR TO THE FESTIVAL.** Instructions on obtaining a temporary food permit will be included in your confirmation packet.
4. **DEFINITION OF BOOTH SPACES:** 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 in any direction 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.

5. 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 SE Third and SE Main streets PRIOR to setting up their booth. Check-in times are as follows:

- 4 to 5 p.m. Thursday, June 6: Vendors who will be parking permanent trailers in their booth space.
- 5 to 8 p.m. Thursday, June 6: All other vendors.
- 8 to 10 a.m. Friday, June 7: Remaining vendors.

If you have not checked in by 10 a.m. Friday, June 7, your booth space 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 and contents must be appropriately secured overnight for safety and inclement weather. Tents should be wrapped or lowered, and **ALL TENTS MUST HAVE WEIGHTED TIE-DOWNS** to prevent them from blowing over 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. ON SITE CONTACT: Each vendor must provide the name and cell phone number for a designated contact person who will be on site at the festival. They will receive text message reminders and will be alerted in case of an emergency.

e. VEHICLE PARKING: No vehicles will be allowed in the festival area from a ½ hour prior to the opening of the festival, until all people are cleared after the closing. This will be strictly enforced by the police and fire departments. 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.

f. 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 4 p.m. Sunday, June 9. **ALL EXHIBITS MUST BE COMPLETELY REMOVED FROM THE PREMISES BY 7 P.M. SUNDAY, JUNE 9.**

g. 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.

6. 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: 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.

7. **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 #8 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 or stains 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. All cooking equipment, staff, serving stations, and signage must be kept within the confines of your booth space. Food vendors must comply with fire code and environmental health regulations. As stated in the application, 10 percent of all gross receipts will be paid to DLSMS. A committee member, wearing a Downtown Days t-shirt, will come to your booth, and at this time you will pay them 10 percent of all sales. Downtown Days staff will consider Food vendor gross receipts when accepting and placing vendors in subsequent years. Collection will be strictly enforced. Have your provided envelope ready. Collection times will be as follows:
 - FRIDAY SALES: between 9 a.m. and 10 a.m. Saturday, June 8, 2019
 - SATURDAY SALES: between 10 a.m. and 11 a.m. Sunday, June 9, 2019
 - SUNDAY SALES: between 3 p.m. and 4 p.m. Sunday, June 9, 2019
8. **DAILY CLEAN UP:** 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. Waste-water holding tanks will be listed on your map. **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.
9. **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.
10. **HOSPITALITY:** There may be a host available upon request for short-term booth sitting. Please notify a volunteer. The Information Booth is located at Third and SE Main streets. Ice also will be available for purchase at the Information Booth.
11. **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 SE 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.
12. **PROHIBITED ITEMS:** All signage, music, merchandise, and components of the booth space must be appropriate for an all-ages audience. Vendors shall not display material that is obscene, offensive, or discriminatory to any race, religion, sex, national origin, age, or sexual orientation. No merchandise shall be sold, used or given away that is 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.
13. **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, list the specific devices/instruments on your application. Please be considerate of your fellow exhibitors. After one (1) warning 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.
14. **PETS:** For the safety of all, pets are not permitted within the festival area.
15. **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 removed from the festival immediately. No fees will be refunded and you will not be allowed to participate in the future.

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

**VIOLATION OF ANY OF THE ABOVE RULES & REGULATIONS COULD RESULT IN IMMEDIATE EVICTION FROM
YOUR OCCUPIED BOOTH SPACE. NO REFUNDS WILL BE GIVEN TO ANY EVICTED VENDOR.**

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