



BOOTH/VENDOR APPLICATION

RETURN FORM TO: WATERFEST 2012 • Excelsior Springs Area Chamber of Commerce
 461 S. Thompson Ave. • PO Box 632 • Excelsior Springs, MO 64024 • ph (816) 630-6161 • fax (816) 630-7500 • info@ExSpgsChamber.com

REGISTRATION DEADLINE IS JUNE 8, 2012

Applications received after deadline are subject to \$15 late charge and subject to available space. Cancellations after June 8 will not receive a refund.

Business name: _____

Authorized agent/booth holder's name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (prior to festival): _____

Phone (during festival): _____

E-mail: _____

BOOTH HOURS*

Friday, JUNE 29, 2012
2 PM – 9 PM

Saturday, JUNE 30, 2012
9 AM – 9 PM

Sunday, JULY 1, 2012
10 AM – 2 PM

*Some music and events may last longer Friday and Saturday evenings. These are the hours we require booths to remain open during Waterfest weekend.

ELECTRICITY

Electricity is available in a limited capacity on a first come, first serve basis. See the booth map on page 3 for available locations.

Access to electricity could be up to 300 FEET away from your booth. Please bring adequate length of heavy duty 3-pronged extension cords!

Our 20-amp electric capacity can power smaller devices like fans, lights and laptops. Small appliances like mini-refrigerators or air conditioners will trip the circuit and will not be allowed to connect.

A very limited supply of 220 hook-ups are available for larger electrical needs. Please call for availability.

816-392-0724

Full Service Food Booth

- \$350** (10 ft. x 20 ft. - no electric)
- \$425** (10 ft. x 20 ft. w/ 20 amp electric)
- \$450** (10 ft. x 20 ft. w/ 220 electric)

Specialty Food Booth (no more than 2 food items)

- \$175** (10 ft. x 15 ft. w/ 20 amp electric)

Commercial/Political Booth

- \$150** (10 ft. x 10 ft. - no electric)
- \$175** (10 ft. x 10 ft. w/ 20 amp electric)
- \$300** (10 ft. x 20 ft. - no electric)
- \$325** (10 ft. x 20 ft. w/ 20 amp electric)

Artisans/Craft Booth

- \$75** (10 ft. x 10 ft. - no electric)
- \$100** (10 ft. x 10 ft. w/ 20 amp electric)
- \$150** (10 ft. x 20 ft. - no electric)
- \$175** (10 ft. x 20 ft. w/ 20 amp electric)

Non-Profit Booth

- \$60** (10 ft. x 10 ft. - no electric)
- \$85** (10 ft. x 10 ft. w/ 20 amp electric)
- \$120** (10 ft. x 20 ft. - no electric)
- \$145** (10 ft. x 20 ft. w/ 20 amp electric)

Payment must accompany application.

PAYMENT INFORMATION

Check method of payment:

- Cash**
- Check**
- Mastercard***
- Visa***
- PayPal**

Name on card: _____ Phone: _____

Billing Address, City, Zip: _____

Card Number: _____

Expiration: _____ 3-digit security #: _____

E-mail (required for credit cards):* _____

Signature: _____ Amount charged: \$ _____

* The Chamber of Commerce requires an e-mail address to process credit cards. If no e-mail address is available, please pay by cash, check or online through PayPal.



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. Booths must be manned at all times.

NON-PROFIT BOOTH: A non-profit booth is defined as any organization that has a 501 (c) (3) tax-exempt letter. Booths must be manned at all times.

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

ARTISAN/CRAFT BOOTH: An artisan/crafts booth is defined as ONLY HANDMADE crafts made by the booth holder. Booths will be assigned on the first pay basis. Booth application will be date stamped as to date and time received. **Booths must be manned at all times.**

- *Limited electricity is available.*
- *All canopies and display materials are to be provided by the crafter. Table covers are required.*
- *No sub-leasing spaces.*

COMMERCIAL/POLITICAL BOOTH: A commercial/political booth (sales or display) is one set up to advertise and/or sell a product, device or service by the booth holder. Booths must be manned at all times.

- *Limited electricity is available. You must provide, in detail, the items you are representing including the parent name, etc.*
- *The Waterfest Committee will only allow two commercial booths that advertise/sell the same product brand/line, such as: Mary Kay Cosmetics, Discovery Toys, Avon, etc.*
- *If there are 2 commercial vendors with the same product brand/line each will be located on the opposite ends of the festival grounds. Booths will be assigned on a first pay basis.*

If your company only allows for ONE representative per festival, you must notify us in writing on company letterhead stating such and signed by you. Determination of who gets the booth will be based on date received and paid. If not notified in writing the Chamber reserves the right to book additional representatives.

FOOD VENDORS

- 220 hook-ups are limited. 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, ATTN: Environmental (Phone: 816-595-4350). Your food permit must be displayed. Check with Clay County Health Department early as permit pricing increases the closer you get to the festival. Permits should be obtained by April 15, 2012.

ALL VENDORS

Vendors are responsible for setting up and tearing down of their booth. Full service food booths are 10' x 20'; Specialty food booths are 10' x 15' and all other booths are 10' x 10'. (ALL BOOTHS MUST BE MANNED AT ALL TIMES).

Each vendor is responsible for trash from his booth. Please bring trash bags with you. A map with disposal locations will be provided.

NOTE THAT ALL SPACES ARE ON A CONCRETE SURFACE

Booths with 20 amp electricity are allowed to have one surge protected power strip and can use only two outlets for two of the following items: lights, fans or laptop computers. No small appliances are allowed. Vendors needing electricity will need to provide their own 300 ft, heavy-duty, three conductor grounded extension cord to reach outlets. Vendors who continuously throw their appointed breaker will be asked to disconnect all electrical plug-ins. The Waterfest Committee, Excelsior Springs Area Chamber of Commerce, City of Excelsior Springs and Ameren Missouri will not be responsible for any electrical surge problems.

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RULES, REGULATIONS & DEFINITIONS

SET UP /TEAR DOWN

FESTIVAL HOURS Vendors will be permitted to begin booth assembly at 8 A.M. on Friday morning and must be completed by 1 P.M. **BOOTH SPACES ARE ON THE STREET ONLY. DO NOT SET UP CHAIRS OR CANOPIES ON THE SIDEWALK. THIS INTERFERES WITH WALKING TRAFFIC AND BLOCKS ACCESS TO LOCAL BUSINESSES.**

ALL VENDORS WILL BE RESPONSIBLE FOR ALL APPLICABLE MISSOURI STATE SALES TAX AND COUNTY SALES TAX.

SECURITY WILL NOT BE AVAILABLE ON FRIDAY AND SATURDAY EVENING. It is recommended that any items of value be removed from the festival grounds each evening. Vehicles will be allowed on the grounds 30 minutes after official booth closure to pick up these items. All booths must be set up the next morning 30 minutes prior to official booth opening.

TEAR DOWN ON SUNDAY SHALL NOT BEGIN BEFORE 2 P.M. You must have all transactions in your booth 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. INDIVIDUAL CONSIDERATION WILL BE GIVEN IN THE EVENT OF ANY EMERGENCY.

No driving/moving of any booth holder's vehicles will be permitted on festival grounds after 1 P.M. on Friday June 29th or before 2 P.M. on Sunday, July 1st, except as noted earlier. There will be **NO BOOTH HOLDER VEHICLES PARKED INSIDE THE BARRICADES AT ANY TIME DURING THE OPERATING HOURS OF THE FESTIVAL.** Exhibitors must be set up and be present during all hours open to the public. You will unload your articles and park your vehicles in designated reserved parking areas.

NO "SPECIAL NEEDS" REQUESTS WILL BE CONSIDERED DURING THE FESTIVAL EXCEPT AS NOTED ON THE APPLICATION FORM. Any "special needs" requests must be made in advance on the application form in order to be accommodated by the Waterfest Committee.

The **WATERFEST COMMITTEE** is authorized and empowered by the Excelsior Springs Area Chamber of Commerce to organize and manage this festival and to promulgate and enforce rules and regulations for the conduct and safety of the festival. Decisions made by the committee are non-negotiable. The committee reserves the rights to make changes to booth locations as deemed necessary by the committee. 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.

The Waterfest Committee reserves the right to cancel any or all future reservations made by an exhibitor acting in any manner deemed to be inappropriate.

The City of Excelsior Springs, Excelsior Springs Area Chamber of Commerce, its agents, employees and affiliates assume no risk and shall not be responsible for any damage, injury, loss, legal action or expenses that may arise or come to the exhibitor or his employees, or his goods or property or to the public from any cause whatsoever. Exhibitor understands that they should carry business/personal liability insurance.

APPLICATION PROCESS: Payment must accompany applications. A \$30 service fee will be charged for non-negotiable checks. Notification of application receipt will be mailed or emailed once application is received in our office. Confirmation of booth assignment and electrical will be made in early June.

**Make checks payable to:
Excelsior Springs Area Chamber of Commerce,
P. O. Box 632, Excelsior Springs, MO. 64024**

Phone: 816-630-6161

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