



# 2017 Solar Fest Excelsior Springs, MO Sunday, August 20, 2017

**OFFICIAL VENDOR APPLICATION**  
**Return ASAP; we will fill vendor spots as they come in.**

Vendor Space # \_\_\_\_\_  
(Office Use Only)

Name of Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Contact \_\_\_\_\_

Business Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Phone (during Festival) \_\_\_\_\_

**BOOTH HOURS**  
Sunday, August 20  
Noon - 8 PM

**MAIL WITH**  
**\$50 DEPOSIT:**  
Excelsior Solar Fest  
201 E. Broadway  
Excelsior Springs, MO 64024

### VENDOR DETAIL - Choose Appropriate Category & Describe Offerings

_____ Food and Beverage \$200 - 10x20 space	Offering: _____ _____
_____ Retail/Commercial \$70 - 10x10 space	Offering: _____ _____
_____ Artist/Craft \$35 - 10x10 space	Offering: _____ _____

Electricity is available in a limited capacity on a first come, first serve basis.

Service Needed: \_\_\_\_\_ 110 volts (additional \$25.00)

\_\_\_\_\_ Yes, I have health issues and need assistance. My requests: \_\_\_\_\_

Sending in an application does not guarantee acceptance; vendor will be notified if they are invited to participate at the Excelsior Springs Solar Fest.

## ALL VENDORS MUST PAY A \$50 DEPOSIT UPON ACCEPTANCE

### See Vendor Terms and Conditions Prior to Signature

I, \_\_\_\_\_, hereby remit (circle one) \$200 / \$70 / \$35 for One (1) vendor space on Sunday, August 20 at the Excelsior Springs, MO Solar Fest. I have read and agree to the terms and conditions of vending as outlined. If the event is cancelled for any reason, vendor will receive a full refund. I, the undersigned, shall hold the City of Excelsior Springs Solar Fest Committee harmless from any and all liability occasioned by my use of the premises. I shall be responsible for all damages occasioned by my use of the premises and shall show proof of financial responsibility and relevant insurance policies.

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

## 2017 Excelsior Springs Solar Fest Vendor Terms & Conditions

FESTIVAL VENDOR BOOTH SPACE WILL BE APPROVED AND ASSIGNED AT THE SOLE DISCRETION OF THE CITY OF EXCELSIOR SPRINGS SOLARFEST COMMITTEE. Vendors are encouraged to return their application ASAP for optimal consideration. Spaces are assigned with the consideration of the vendor in mind, as well as the availability to power. Since prime location spaces are limited, we reserve the right to place the vendors at our discretion.

VENDORS SOUGHT INCLUDE commercial food booth, defined as any company/person/organization that does not have a 501 (c) (3) tax-exempt status; artisan/craft booths with handmade crafts made by the booth holder; and commercial retail booths set up to advertise and/or sell a product, device or service by the booth holder. The Solar Fest Committee will only allow two commercial booths that advertise the same product brand/line, such as: Mary Kay Cosmetic, Discovery Toys, Avon, etc. If there are two commercial vendors with the same product brand/line each will be located on the opposite ends of the festival grounds. NO POLITICAL BOOTHS WILL BE ALLOWED DURING THIS EVENT. Vendors may retain 100% of their generated revenue. Vendor fee is non-refundable.

FOOD PERMITS ARE REQUIRED for all Food Vendors 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 Dept. early as permit pricing increases the closer you get to the festival.

ALL VENDORS are responsible for setting up and tearing down of their booth. Full service food booths are 10' x 20' and all other booths are 10' x 10'. Booths must be manned at all times. Limited electricity is available. Generators are not allowed. Vendors needing electricity will need to provide their own 300-ft., heavy-duty, three conductor grounded extension cord to reach outlets. The Solar Fest Committee, City of Excelsior Springs and Ameren Missouri will not be responsible for any electrical surge problems. All canopies and display materials are to be provided by the crafter. No sub-leasing spaces. Empty or abandoned booths will be taken down and given to another vendor. Each vendor is responsible for trash from his booth. Please bring trash bags with you. A map with disposal locations will be provided.

SET UP / TEAR DOWN / ATTENDANCE: Vendors will be permitted to begin booth assembly at 8 a.m. on Sunday morning and must be completed by 11:30 a.m. Booth spaces are on the street only and in tight proximity to neighboring vendors. Do not set up chairs or canopies on the sidewalk behind you. This interferes with walking traffic, blocks access to local businesses and is a safety hazard. Tear down and removal of booths shall not begin before 8:00 p.m. on Sunday. You must have all transactions in your booth completed within thirty minutes of the close of the festival each day. No vehicles or RV rigs allowed to park next to your exhibit or booth area. Vehicles must be in assigned parking area unless special arrangements have been made. No driving/moving of any booth holder's vehicles will be permitted in festival area after 12 p.m. on Sunday, August 20. No "special needs" requests will be considered during the festival except as noted ahead of time on the application form. Any "special needs" requests must be made in advance on the application form in order to be accommodated by the Solar Fest Committee. Vehicles will not be allowed in the festival area to pick up items of value before 8 p.m. Sunday evening.

**SAFETY, FIRE, HEALTH AND SAFETY, FIRE, HEALTH AND APPLICABLE LAWS.** The exhibitor shall assume all responsibility for compliance with local, city, state and federal safety, fire, health and other ordinances and laws regarding installation of and operation of equipment, displays and exhibit materials. Vendors are 100% responsible for their vending or promotional operation. This includes ALL applicable permits, insurance, and licensure. All vendors will be responsible for all applicable Missouri state sales tax and county sales tax.

**OPERATING RESTRICTIONS:** No firm or organization will be permitted to solicit business within the festival area. This includes fliers. The Solar Fest Committee reserves the right to restrict displays, which, because of noise, methods of operation, materials, or for any reason become objectionable and, to prohibit or remove any displays which, in the opinion of the Solar Fest Committee, detracts from the good character of the Solar Fest.

The Solar Fest Committee is authorized and empowered by the City of Excelsior Springs 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 and not refund the fees. Neither the Solar Fest Committee or City of Excelsior Springs is responsible for loss due to damage or theft.

The City of Excelsior Springs, Solar Fest Committee, 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. Exhibit understands that they should carry business/personal liability insurance.

**APPLICATION PROCESS:** Payment of deposit must accompany applications. A \$30 service fee will be charged for non-negotiable checks. Notification of application receipt will be mailed or e-mailed once application is received in our office. This contract must be signed before your application will be processed. Any contract received unsigned but with payment will be considered a signed contract. Confirmation of booth assignment and electrical will be made in July.