

# Chief Sarcoxie Days

## Booth Space Rental Agreement

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*Chief Sarcoxie Days 2023: Thursday, September 7<sup>th</sup> – Sunday, September 10<sup>th</sup>*

This is a rental agreement entered into by the undersigned applicant and the Chief Sarcoxie Days Committee, Inc., for rental of a space on the square to operate a concession, game, or merchandise booth during Chief Sarcoxie Days which will be conducted from 3:00 P.M. Thursday through 11 pm. Saturday.

Each booth space will be fifteen (15) feet in width and extend no further than twelve (12) feet in depth into the street. Rental fees for each space will be as follows:

	<u>Non-Profit</u>	<u>Profit</u>
Non-Food Booth	\$50.00	\$70.00
Food Booth	\$70.00	\$90.00

Designated outlets will be provided for each booth space to use. Water is available upon request but will be provided on a first come-first serve basis.

Applications must be accompanied by a check or money order. Receipts will be emailed to the address on the application. If payment is not included with the application, a booth space will not be reserved.

Vendors requesting specific locations must understand placement is first come, first serve. Spaces will be assigned by the committee on the basis of creating a public variety. Vendors will be sent receipt acknowledging the reserved booth space as well as the location via the contact email provided in this application. If you have any questions, please contact Josh McKinnis at 417-691-5454.

### **Vendor Expectations**

For vendors located on the inside of the square, booths may be erected after 5:00 p.m. on Wednesday. Booths may be erected any time after 11:00 a.m. Thursday. All booths must be removed completely from the square by 6:00 p.m. Sunday.

- No booth stand will be allowed on the grass area surrounding the gazebo unless authorized by the Chief Sarcoxie Days Committee. All booths must be set up in the street at the curb line.
- Booths shall not exceed the allotted space width nor shall they block any of the four sidewalk accesses leading to the bandstand.

Vendors are prohibited from tearing down their booth or leaving early unless the committee announces an early closure. **Any vendor who tears down early or leaves may not be allowed to attend future events.** Early tear down is inconsiderate, disruptive, and causes a rolling effect.

Vendors may drive onto the square to restock items during specified times – Any time after 10:00 p.m. on Friday, and anytime before 11:00 a.m. on Saturday. The City provides golf carts and assistance at the Command Post or via 417-548-7242 if needed or outside of the allotted times. Along with the carts, the City has designed a “special lane” to assist in restocking booths.

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Vendors are prohibited from removing barricades or cones without the direct approval of the City.

**Removal of these barricades create a real risk to public safety and violators may be asked to leave without refund.**

Additional vendor responsibilities include:

- All electrical cords must be a minimum of 12 gauge and must be run overhead or affixed to the curbing to avoid trip hazards. The Chief Sarcoxie Days Committee will not provide light fixtures, extension cords, bulbs, etc.
- If water is provided to the vendor's booth, they will be responsible for running the hose/line on the ground, affixed to the sidewalk and curb, with proper coverage and tie-downs to maintain wheelchair accessibility on sidewalks.
- All booths are required to use the commercial trash bins provided for their trash disposal. Trash barrels inside the park are for spectators use only.

### **Liability and Insurance**

Vendors are responsible to obtain their own insurance if desired. **The committee and City is NOT liable for any loss, damage, or injury to ANY person(s) and/or product(s).**

### **Cancellation Policy**

If the Chief Sarcoxie Days Committee finds it necessary to cancel the event prior to the starting day of the event, the committee agrees to refund any money paid by the vendor within 30 days of the event cancellation notice. The vendor will be responsible for claiming the refund within this 30-day period. Any requests for refund or credit past this timeframe will be denied.

The committee is not responsible for any cancellations associated to weather, illness, death, attendance, natural disasters, or any other act of God. Refund requests of this type will be denied.

# Chief Sarcoxie Days 2022

Booth Space Rental Agreement

## Vendor Booth Application

Name of Business/Organization: \_\_\_\_\_

Type of Booth: (Circle one) \_\_\_\_\_ Non-For-Profit \_\_\_\_\_ Profit \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address (Required for Receipt): \_\_\_\_\_

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

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

Number of Spaces (1 Space = 15' x 12') Requested: \_\_\_\_\_

If returning, is there a specific space requested? : \_\_\_\_\_

What type of power do you need? (Circle one) \_\_\_\_\_ None \_\_\_\_\_ 20 Amp \_\_\_\_\_ 220 V (2 available) \_\_\_\_\_

Do you need access to water? (Circle one) \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

What will your booth sell/provide? \_\_\_\_\_

- I have read all conditions and responsibilities outlined in this application, attest all information provided is accurate in this form, and agree to abide by the rules set forth by the Chief Sarcoxie Days Committee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Office Use Only

Balance Due \$ _____	How Paid: CASH _____ CHECK# _____	Space # _____
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<b>New Applicant</b>	<b>Returning Applicant</b>
<i>If returning, did applicant adhere to all CSD rules in previous year</i>	Yes No