

# Vendor Rules and Application Letter

Thank You for your interest in being a part of the 45<sup>th</sup> Annual Sweet Corn Festival and Activities. This year Festival will take place on Friday, June 28<sup>TH</sup> from 5:30pm to 9:30pm and Saturday, June 29<sup>TH</sup> from 9am to 3pm. This is a two day event in Downtown East Prairie, Missouri. Please read the Rules and Regulations, keep this paper for your records (mail the application, signed with fee, back to the East Prairie Chamber of Commerce.)

## **Rules and Regulations**

1. Anyone may apply as an exhibitor. We reserve the right to limit categories, reject items we find in poor taste, or remove any person who does not conform to the regulations.
2. Consumption of alcoholic beverages during the festival and festivals hours is strictly prohibited. If VENDOR or their worker/volunteer violates the above rule, that vendor will be barred from participating in future festivals and immediately asked to leave East Prairie, MO.
3. **Booth spaces are 12X12 for the Friday and Saturday event at the cost of \$70.00**
4. Only one additional space for \$20.00 per exhibitor, limit one per one full registration (\$70.00).
5. Electricity is available to all vendors. Vendors must have an outdoor 100 foot extension cord as well as a surge protected power strip (type S or SJ) UL approved for multiple outlet requirements.
6. Vendors must have Gorilla tape for securing your cords down if they are in a walk way/path.
7. Set up is Friday, June 28<sup>TH</sup>, beginning at 12:00 noon to 4:30 pm. ALL vendors must be set up and ready by 5:00 pm. The party starts at 5:30 pm. Vendors are responsible for the cleanup of their vendor area.
8. Booth space is on a first come, first request of selected booth space with FULL payment to be considered complete. Special request must be in writing and will be honored to the best of the promoter's ability. We reserve the right to assign or relocate any booth as necessary. You MUST be paid in full to guarantee your booth space.
9. Vendors are required to do the event **both days**. If an exhibitor doesn't stay for the two day event the vendor may forfeit his chance of future events.
10. All fees are non-refundable. Charge per returned check is \$50.00 plus the booth space fee.
11. No vendor will be allowed to breakdown and leave early on Friday night. Vendors must stay until the party is officially over at 9:30 pm, due to the safety of others.
12. Vendors assume all responsibility for the loss, theft, damage to tents, inventory/merchandise, and equipment. Extra security will be on duty overnight if you choose to leave tents and tables up. We ask you secure all your merchandise or take with you.
13. It is your responsibility to securely anchor your tent. (due to wind and weather possibilities). (Remember vendors are on an asphalt parking lot)
14. Please include an email address on your application for your confirmation letter. If no email address is listed on application, you will not receive a confirmation. Confirmations will be done weekly by email **ONLY** on the applications received that week.
15. Minimal electricity will be available to all vendors. If you need special amps make note on your application.
16. Food vendors cooking with oil and wish to drain the oil after the festival **MUST** bring containers to drain/put all oil in. **NO OIL** is to be drained on the ground.
17. **ALL VENDORS** are responsible for leaving the vendor area in the condition that it was found. Remove all debris such as boxes and trash. Place all trash in DUMPSTER.

If you need to contact the East Prairie Chamber of Commerce, by phone 573-649-5243 from the hours of 8:30am to 4:30pm, Monday -Thursday, via email at [Cyndi.norton@epmochamber.org](mailto:Cyndi.norton@epmochamber.org)