

# Vendor Application

**Friday 10am-9:30pm**

**Saturday 9am-3pm**

**East Prairie Main Street Party/ Sweetcorn Festival 2023**

**TWO FULL DAYS OF FUN! Friday, June 23 and Saturday, June 24, 2023**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

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

(Best number to call or text if we need to speak to you)

My items are: \_\_\_\_\_ Hand-made \_\_\_\_\_ commercially made \_\_\_\_\_ mix of both \_\_\_\_\_ Information only booth

\_\_\_\_\_ other \_\_\_\_\_ Food Do you have a trailer? (Circle) Yes or No what size? W-ft. \_\_\_\_\_ L- ft. \_\_\_\_\_

Describe briefly the craft/food/other items you wish to sell. \_\_\_\_\_

Describe any special set-up or space requirements \_\_\_\_\_

# of Spaces Needed? \_\_\_\_\_ (12x12 space) **one space \$100.00** (the **next space** beside you is **\$30.00**) if you need more space. If need more than two spaces you must call to verify space. 573-649-5243

**Please mail this form (MUST BE SIGNED) to address below include your cash, check, money order payable to: DTR Main Street Party 2023**

**Mail to: East Prairie Chamber of Commerce**

**106 S. Washington Street East Prairie, MO 63845**

By signing this application, I attest that I have read and agree to all terms and conditions listed in the rules and regulations. I understand by signing this it releases the Downtown Revitalization Committee and the City of East Prairie and the Chamber of Commerce from any liability of any kind at the 2023 Main Street Party & Sweet Corn Festival and agree to indemnity and hold harmless the DTR Committee and the City of East Prairie and EP Chamber including its officers, directors, employees and volunteers and agents from and against all claims, damages, losses, acts of terrorism, attorney fees and expenses caused in whole or part arising out of the activities of or participation at the events

Applicant

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Vendor Rules and Application Letter

Thank You for your interest in being a part of East Prairie's Annual Sweet Corn Festival and Activities. This year Festival will take place on Friday, June 23<sup>rd</sup> from 10am to 9:30pm and Saturday, June 24<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. **Booth spaces are 12X12 for the Friday and Saturday event at the cost of \$100.00**
3. Only one additional space for \$30.00 per exhibitor, limit one per one full registration (\$100.00).
4. 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.
5. Vendors must have Gorilla tape for securing your cords down if they are in a walk way/path.
6. Vendors are responsible to bring your own tables, displays, extension cords, tents, fans or anything that you need to fill you booth space. Vendors are responsible for the cleanup of their vendor area.
7. 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.
8. 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. (If you need special arrangements, You MUST call the Chamber office to speak with Cyndi) 573-649-5243
9. All fees are non-refundable. Charge per returned check is \$50.00 plus the booth space fee.
10. 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.
11. 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.
12. It is your responsibility to securely anchor your tent. (due to wind and weather possibilities). (Remember vendors are on an asphalt parking lot)
13. 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.
14. Minimal electricity will be available to all vendors. If you need special amps make note on your application.
15. 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.
16. **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**.
17. If any of the rules and regulations is not followed you may be asked to shut down your booth and leave the festival. **NO** refund will be granted.

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)