

APPLICATION FOR OUTDOOR BOOTH RENTAL

61st Annual Dogwood Festival • April 15-16, 2011 • Camdenton, Missouri

Business/Organization: _____

Name: _____ Phone: _____ Cell: _____ e-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Products or Service [Include menu if food]: _____

Are you planning to sell anything? _____ If yes, Missouri Sales Tax Number: _____

BOOTH RATE INFORMATION (SEE FESTIVAL LAYOUT PLAN)

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>TOTAL</u>
_____	Food booth(s) 10' [d] x 10' [w] {tongue must fit in booth space}	x	\$85 \$ _____
	<input type="checkbox"/> I have included a sketch of my trailer indicating dimensions, tongue and serving side		
_____	Commercial booth(s) 10' [d] x 10' [w]	x	\$70 \$ _____
_____	Craft booth(s) 10' [d] x 10' [w]	x	\$60 \$ _____
_____	Non-profit organization booth(s) 10' [d] x 10' [w]	x	\$50 \$ _____
_____	Camdenton Area Chamber of Commerce Member Discount per Booth	x	-\$10 \$-(_____)

Please indicate if you need electrical service. Electrical service is only available in rows A and B. Bring sufficient cords to reach distribution panel. 220 V users bring pig tail to be hardwired into distribution panel.

_____	110 V Standard Electrical Service	[Est. Amps Needed _____]	x	\$25 \$ _____
_____	110 V 30 Amp Electrical Service		x	\$40 \$ _____
_____	220 V Electrical Service	[Amps Needed _____]	x	\$45 \$ _____

TOTAL ENCLOSED \$ _____

- I plan on exhibiting on **Friday evening and Saturday [Rows A, B, C, D & E]**
- I plan on exhibiting on **Saturday only [Row F]**. For more events go to EventLister.com
- I have read and understand the rules and regulations and agree to abide by them.**

Applications will be accepted as long as space is available.

BOOTH LOCATION: Please refer to the festival layout to select your preferred space [use row letter and number]. Go to www.CamdentonChamber.com/DogwoodFestival for a current layout plan.

First choice: _____ Second choice: _____ Third choice: _____

I have read the Rules and Regulations printed on this application and agree they shall be part of this contract. This contract is valid when signed by Exhibitor, and accepted by the Camdenton Area Chamber of Commerce.

(Authorized Signature of Exhibitor) (Title) (Date)

I authorize CACC to charge my Card [Visa, MasterCard or Discover] \$ _____ Credit Debit

Card No: _____ Exp Date: _____ Signature: _____

Please sign and return this form with payment to **the Camdenton Area Chamber of Commerce, PO Box 1375, Camdenton, MO 65020**. A copy of this contract, with your booth assignment, will be returned to you. Applications will be accepted as long as space is available. If you have questions or need more information call the Chamber at 573-346-2227; Fax: 573-346-3496.

CACC Executive Director Date Received Amount Received Check Number Booth Number

61st Annual Dogwood Festival • April 15-16, 2011

Rules and Regulations for Outdoor Exhibitor/Vendor Space at Dogwood Festival

1. **Festival Management:** The Dogwood Festival ("Festival") is a presentation of the Camdenton Area Chamber of Commerce, Inc. (hereinafter referred to as "Festival Management") which shall have the right, which it hereby expressly reserves, to make such rules and regulations as it shall deem advisable for the success of the Festival, and to change and amend the same from time to time, which shall govern the proper conduct of said Festival and the use of this contract and the space herein reserved by the Exhibitor/Vendor. The Festival Management's application, interpretation, and construction of said rules and regulations shall be final.
2. **Eligible Exhibits and Appropriate Material:** **The Festival is a family-oriented event.** The Festival Management reserves the right to determine the eligibility of any company or product for inclusion in this Festival. We reserve the right to limit applications based on the type of merchandise or food items. **Items prohibited for sale or display include, but are not limited to alcohol, knives, guns, firecrackers, snapping pops, silly string, fake cigarettes, stink bombs, marshmallow guns, spray foam, paint balls, and items promoting drugs, drug paraphernalia or have offensive language. Items considered by Festival Management to be objectionable or of an inappropriate nature must be removed—failure to comply will result in the exhibit being removed from the Festival.** Festival Management's determination in this regard shall be final and conclusive.
3. **Installation and Removal of Exhibits:** Exhibits are to be installed and removed at the expense of the Exhibitor/Vendor. Exhibitor/Vendor is to comply with local rules and regulations, all decorations must be flame-proofed. It is your responsibility to adequately secure canopies, tents, etc.—**staking into the pavement is not permitted.** No exhibit shall extend past its allotted space. Exhibitor/Vendor must provide all equipment.
4. **Set-up:** Exhibitor **setting up on Friday, April 15 will be assigned a specific time or time range starting at noon.** if you only are exhibiting on Saturday, set up will be **from 7:00 AM to 8:45 AM Saturday** morning. No vehicles will be allowed in the exhibit area between 9 AM and 6 PM on Saturday. Exhibitors/Vendors arriving for set-up after the scheduled set-up time can be relocated to any location specified by Festival Management, or, if no alternative is available, may forfeit their Festival participation rights. [Note: The parade begins staging at the school at 9 AM and will affect traffic, so plan accordingly.] **Do not park vehicles in booth area overnight without prior permission from Festival Management.**
5. **Tear-down:** **Exhibitor/Vendor is responsible for own clean-up and trash disposal.** Please break down all cardboard boxes. **No vehicles will be allowed in the exhibit area between 9 AM and 6 PM on Saturday.** **Exhibitors must clean up completely [dispose of all trash in trash containers, sweep booth area].** Exhibitors/Vendors may remove their exhibits after 6 PM on Saturday, April 16, or may stay open until the carnival closes at 10 PM. Dismantling prior to these hours may result in not being allowed to exhibit the following year. All equipment must be removed by midnight, Saturday.
6. **Electric and Water:** Requests for electrical service must be made in advance in the space provided on the application form—**exhibitor is responsible for providing own extension cords.** Bring sufficient cords to reach distribution panel [up to 100 feet]; 220 V users bring pig tail to be hardwired into distribution panel. **You are responsible for bringing your own water with you.**
7. **Sale of Merchandise:** Over-the-counter sale of merchandise is permitted. See section 2 for prohibited items. It is the responsibility of the exhibitor to register for, collect, and report appropriate sales taxes.
8. **Licenses:** The City of Camdenton requires a **business license** for each exhibitor—your application fee includes the business license fee. **Food vendors are required to have a temporary permit** from the Camden County Health Department—contact the Health Department at 573-346-5479 for more information.
9. **Parking:** No special parking is provided for vendors—adequate public parking is located in and around the School campus.
10. **Indemnification:** Exhibitor/Vendor agrees to indemnify and hold harmless Camdenton Area Chamber of Commerce, Inc., and the Camdenton R-III School District, their respective governing boards, officers, agents and employees from any and all liability of whatever nature for personal injury, property loss, or property damage sustained by the Exhibitor/Vendor and/or his employees and representatives. Liability and loss insurance is the responsibility of the Exhibitor/Vendor.
11. **Compliance:** Exhibitor/Vendor, its employees and representatives, shall observe and comply with all Federal, State, County and City ordinances, rules and regulations. Federal law prohibits drugs, alcohol and firearms on school grounds. **Food vendors must comply with all Camden County Health Department Guideline and Permit requirements. Vendors using cooking oil will need a K-1 Extinguisher per City Code. Vendors using electric must have GFI. THE SCHOOL CAMPUS HAS BEEN DESIGNATED AS SMOKE FREE—NO SMOKING IS PERMITTED ON SCHOOL PROPERTY.**
12. **Refunds:** No refunds will be made unless Festival Management receives written notice of cancellation of the contract more than 21 days in advance of the Festival.