

# APPLICATION FOR OUTDOOR BOOTH RENTAL

2024 Theme: "Celebrate Community"

**73rd Annual Dogwood Festival • April 25-27, 2024 • Camdenton, Missouri**

Business/Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

Products or services showcased [Include menu if food vendor, if selling products provide an example (jewelry, clothing, trinkets, etc.)]:  
\_\_\_\_\_

Are you planning to sell anything? \_\_\_\_\_ If yes, Missouri Sales Tax Number(or SSC): \_\_\_\_\_

## BOOTH RATE INFORMATION (SEE FESTIVAL LAYOUT PLAN) – Space is limited

<u>Quantity</u>	<u>Description</u>			<u>TOTAL</u>
_____	Food booth(s) 10' [d] x 10' [w] { <u>tongue must fit in booth space</u> }	x	\$100	\$ _____
<input type="checkbox"/> I have included a sketch (or photo) of my trailer indicating dimensions, tongue and serving side				
<b>All booths are 10' [d] X 10'[w]</b>				
_____	Commercial booth(s) 10' [d] x 10' [w]	x	\$85	\$ _____
_____	Craft booth(s) 10' [d] x 10' [w]	x	\$75	\$ _____
_____	Non-profit organization booth(s) 10' [d] x 10' [w]	x	\$65	\$ _____
_____	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 B, C & E. Bring sufficient cords to reach the distribution panel. 220 V users will plug into a Nema 14-50 outlet; the vendor will be responsible for bringing their own adaptor.

_____	110 V Standard Electrical Service	[Est. Amps Needed _____]	x	\$35	\$ _____
_____	110 V 30 Amp Electrical Service		x	\$40	\$ _____
_____	220 V Electrical Service <u>[bring adaptor if needed]</u>	[Amps Needed _____]	x	\$50	\$ _____

**TOTAL ENCLOSED** \$ \_\_\_\_\_

- ☐ I plan on exhibiting on **Friday evening and Saturday [Rows B, C, D E]**
- ☐ I plan on exhibiting on **Saturday only [Row D, booths 14-21].**
- ☐ ***I have read and understand the rules and regulations and agree to abide by them.***

**BOOTH LOCATION:** Please refer to the festival layout to select your preferred space [use row letter and number]. Please understand preferences are considered but NOT guaranteed.

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**. 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.

# 73<sup>rd</sup> Annual Dogwood Festival • April 25-27, 2024

## 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. Portable propane heaters and generators will not be allowed. 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: Exhibitors **setting up on Friday, April 26th will be assigned a specific time or time range.** If you only are exhibiting on Saturday, set up will be **from 7:00 AM to 8:30 AM Saturday.** No vehicles will be allowed in the exhibit area before 10 AM (unless assigned to the early set-up) or between 1-3 pm on Friday and 9 AM to 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 Sat and will affect traffic, so plan accordingly.] Booths located in row D 14-21 will be given 15 minutes for unloading. **Do not park vehicles in the 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 and sweep up all zip ties. **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 and sweep booth area].** Exhibitors/Vendors may remove their exhibits after 6 PM on Saturday, April 27th or may stay open until the carnival closes at 10 PM. If dismantling prior to 10pm, Exhibitor is responsible for having adequate assistance with vehicle move in/trailer move-out (at least 2 designated spotters to ensure the safety of carnival attendees). Dismantling before 6 pm may result in not being allowed to exhibit the following year. All equipment must be removed by midnight, on 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 will have a Nema 14-50 outlet to plug into (vendors must provide their own adaptor if needed) . You are responsible for bringing your own water with you.** Portable propane heaters and generators will not be allowed without prior approval from event management.
7. Sale of Merchandise: Over-the-counter sale of merchandise is permitted. See section 2 for prohibited items and section 8 for required licenses/permits. It is the responsibility of the exhibitor to register for, collect, and report appropriate sales taxes.
8. Licenses: The City of Camdenton requires a **special vendor license fee** per exhibitor—your festival vendor application fee paid to the Chamber includes the special vendor license fee. **Food trucks,** however, are required to have a **Business License issued by the City of Camdenton.** If you do not already have a Business License issued from the City of Camdenton (or need a renewal), please contact the City directly to complete the necessary paperwork and pay the business license fee of \$100. **Food vendors are also required to have a temporary permit issued by the Camden County Health Department—complete the Temporary Food Permit and contact the Health Department at 573-346-5479 for more information. All vendors collecting sales tax must also obtain a Merchant License (provide documentation and pay \$25 fee) from Camden County;** exhibitors are responsible for obtaining their own Merchant License from the County through the Camden County Collectors Office. **ALL APPLICABLE LICENSES/PERMITS MUST BE OBTAINED AND PROVIDE PROOF PRIOR TO VENDOR SET-UP.** A vendor List will be provided to both City and County prior to event for their records, inspection, and tracking purposes.
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 Guidelines and Permit requirements. ALL Food Vendors must have a ABC multipurpose (no less than 5#) extinguisher. Vendors using cooking oil will need an ABC multi purpose (no less than 5#) extinguisher AS WELL AS A Type K Extinguisher per City Code.** Vendors utilizing deep fryers must be in an approved facility – no tents will be allowed. No heat source or cooking will be allowed in a tent unless it is a flame-retardant tent. All grills/heated cooking appliances must be in a secure area and not accessible to the public. All pressurized tanks including helium must be securely anchored. **All electric vendors must have GFI. County and City officials will be on site after vendor set-up to inspect ALL food vendor booths to ensure they are compliant. 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 28 days in advance of the Festival. A \$25 handling fee will be deducted from any refunds.

**73rd Annual Dogwood Festival**  
 April 25<sup>th</sup> -27<sup>th</sup>, 2024  
**Outdoor Booth and Carnival Layout**  
 (Carnival starts on Thursday, April 25th however outdoor vendors are open Friday evening and Saturday, April 26 & 27, 2024)

Updated:  
January 29, 2024

Bledsoe  
Conoco      X = space taken

Full electric service available Row B only; standard 110V available in Row C and E (cords will need mat or tape across aisle).

