

*2018 Ashland Fall Fest
Saturday, October 20, 2018
Vendor Application*

Please complete this form and return it with the proper remittance to:

Ashland City Hall

PO Box 135 ~ 109 W Broadway ~ Ashland, MO 65010

(Make checks payable to: Friends of the City of Ashland)

For questions: Tracy Banning at 573-657-2112 or ashlandfallfest@gmail.com

ORGANIZATION NAME: _____

CONTACT NAME: _____

EMAIL: _____ Phone: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CIRCLE TYPE OF VENDOR: CRAFT FOOD* SERVICE GAME OTHER NON-PROFIT

Emergency Contact (Name & Number): _____

VENDORS:

Food Vendors*: Please include a complete menu plus 1 photo of your outdoor display**

Artists, Artisans, Direct Sales Vendors: Please include 3 photos of what you are selling plus 1 photo of your outdoor display**

All Other Vendors: See instructions above if you are selling anything. If you are just an information booth or entertainment booth please describe your activities on the back of this form and include 1 photo of your outdoor display**

****FOOD VENDORS: PLEASE SEE THE THIRD PAGE OF THIS APPLICATION REGARDING COLUMBIA/BOONE COUNTY HEALTH GUIDELINES.****

****IF PHOTOS ARE NOT INCLUDED WITH YOUR APPLICATION, YOUR APPLICATION COULD BE HELD UP OR DENIED****

SPACE DESIRED (PLEASE MARK ONE)	<input type="checkbox"/> 10' X 15' Space -- \$50.00	Spaces Needed: _____ X \$50.00 = _____
	<input type="checkbox"/> 10' x 30' Space -- \$80.00	Spaces Needed: _____ X \$80.00= _____
	<input type="checkbox"/> Non-Profit (10' X 15') -- \$25.00	Spaces Needed: _____ X \$25.00= _____
	<input type="checkbox"/> *Electrical Connection -- \$10.00*	Electrical—\$10.00 each _____
	<small>*No Electrical Cords Are Provided*</small>	TOTAL FEE: _____

All application fees and photos must be included with application.

Vendor Information, Rules, Regulations and General Release Form

- All art and crafts must be handcrafted by the vendor.
- All applications will be reviewed, juried and screened prior to your acceptance. Any item NOT approved during the application process that appears in your booth at the event may be removed.
- All applications require 3 photos of your product plus 1 photo of your outdoor display. We will not process your application without the required photos and payment.
- If not accepted into the Festival, all fees and photos will be returned by mail.
- Please allow 4-8 weeks to process your application.
- To avoid missing the event, submit your application early.
- Any application received after the June 30, 2018 deadline will be charged a \$15 late fee if you are accepted.
- All returned checks will be assessed a service charge of \$25.00.
- Your cancelled check will serve as your notification of acceptance.
- **CANCELLATIONS-THERE ARE NO REFUNDS FOR VENDOR CANCELLATIONS FOR ANY REASON.**
- Taxes-Each vendor is responsible for collecting the State Sales Tax and filing a report with the local Department of Revenue. (State Tax Forms will be provided at check-in.)
- All materials must not go beyond the assigned vendor space.
- Vendors are required to participate the entire day of the Festival from 9am to 5pm.
- Any vendor who vacates early will be disqualified from next year's Festival.
- Vendors are required to supply their own equipment. Please make sure your space is kept clean and attractive and do not leave behind any garbage.
- Vendors are responsible for their own setup and teardown. They are also responsible for unloading and loading their own equipment and/or products.
- Vendors are responsible for restocking their own booths with product during the Festival.
- It is suggested that you bring weights for your tent in case your booth location does not accommodate the use of stakes.
- All vendor spaces are located outside. The majority of the spaces are on grass.
- Space assignments are not guaranteed. We try our best to accommodate vendor requests but this is not always possible.
- The vendor is solely responsible for any and all equipment that is brought to the festival.
- **Booth Set-up Times:** Friday, October 19th from Noon to 7pm and Saturday, October 20th at 7am. Booth setup will not be allowed prior to noon (12:pm) on the Friday before the Festival. All vehicles must be removed from the City Park no later than 8:30am October 20th as all gates will be closed at that time. **Setup times will be strictly enforced.**
- **Vendors arriving late will not be allowed into the park to unload. Late arrivals will have to find another way to transport their products to their space. Festival staff will not be available to transport equipment and/or product. So, please arrive on time!**
- All vendors MUST check-in at the Information Booth prior to setting up their booth.
- Parking in designated areas only. Vendors are not permitted to park by their booths.
- The City of Ashland reserves the right to make final interpretations of all rules and regulations. Please read the General Release below before signing.

General Release

The undersigned does hereby discharge, release and hold harmless, The CITY OF ASHLAND, and all co-sponsors from any and all manner of action, suits, damages or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned while in possession or under the supervision of the sponsors during the Festival, and hereby consents to enforcement of all rules of this event. There are no rain dates. There will be NO REFUNDS if the event is canceled due to floods, hurricanes, or any other forces of nature. There will be NO REFUNDS on vendor cancellations. The CITY OF ASHLAND RESERVES THE RIGHT TO DISQUALIFY ANY VENDOR CAUSING ANY PROBLEMS TO FELLOW VENDORS OR COMMITTEE MEMBERS. Failure to comply with any rules and regulations set forth on the application and the Vendor Information page may result in expulsion from any and/or all events. The undersigned understands that if this application is not accepted, all fees and photos will be returned by mail. If accepted, The City of Ashland has my permission to reproduce the photos I have submitted, for the purpose of advertising and marketing the Festival.

BY SIGNING BELOW YOU ARE AGREEING TO ALL POLICIES, RULES AND REGULATIONS!

SIGNATURE: _____ DATE: _____ / _____ / _____

ATTENTION FOOD VENDORS

If you are planning on selling food at your booth you must meet Columbia/Boone County Health Department temporary food facilities guidelines. Below is the contact information for the Boone County Health Department. Please contact them to obtain more information on these guidelines.

HEALTH DEPARTMENT FEE: Vendor needs to go to website below and fill out the Temporary operating permit and submit online. A \$30 fee will be required at the day of the event to give to Health Inspector paid via cash or check. _____ *initial*

Thank you for taking time to help us make the 2018 Ashland Harvest Fest a great success for everyone!

Columbia/Boone County Department of Public Health and Human Services

1005 W. Worley

P.O. Box 6015

Columbia, Missouri 65203

573-874-7346

<https://www.como.gov/health/environmental-health/food-service-establishments/guidelines-for-mobile-and-temporary-food-operations/>