

**MISSION CONVENTION AND VISITORS BUREAU
ARTS & EATS FESTIVAL VENDOR REGISTRATION FORM
FRIDAY, SEPTEMBER 18TH, 2009 – 5:00PM – 10:00 PM
SATURDAY, SEPTEMBER 19TH, 2009 – 10:00 AM – 5:00 PM**



Business Name _____

Contact _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cellular _____

_____**FOOD VENDOR**

_____**NON FOOD VENDOR**

Vendor fee is \$150 and covers a 10 x 10 area, tent, 2 tables, 2 chairs and 20 amps of electricity. More than a 10 x 10 area will require an additional \$150 payment. More than 20 amps of electricity will require an additional \$50 fee.

Describe your furnishings and needs: Booth space is a 10 x 10 area.

The purpose of this form is to establish an agreement and understanding between the City of Mission and the vendor listed to allow the sale of concession or goods at a City of Mission activity. Vendors must follow all rules and regulations. The City reserves the right to close the vendor's booth at anytime. **A \$20 Vendor Fee will apply to All Not for Profit Vendors. (This is a 10 x 10 space ONLY – no table, tent, chair or electricity).** Vendors paying the \$150 fee will receive 20 amps of electricity, but must provide their own extension cords & power strips. Lighting will be provided in the tents by the City.

Will you be serving alcohol? YES NO (Application for alcohol service must be submitted to KS ABC 6 weeks prior to the event).

BOOTH SET UP

Vendors must set up on Friday, September 18th between 3:00pm and 5:00pm and Saturday between 8:00 – 10:00am. Vendors must check-in with City of Mission staff prior to setting up their booth on Friday. **All vehicles must be removed from event area before 5:00pm on Friday and before 10:00am on Saturday.**

PARKING

Vendors are able to use their vehicles to load and unload their equipment before and after event hours. Parking location will be given at event set-up.

EXHIBITOR CLEAN-UP & TAKE-DOWN

Tear down will be allowed at the end of each day. Each exhibitor is responsible for the clean-up and disposal of any waste materials.

RULES AND REGULATIONS

Vendors must comply with all applicable electrical, fire and health department rules and regulations and all city, state and federal laws. The City of Mission reserves the right to ban any vendor from future participation in City of Mission events.

HOURS OF OPERATION: Vendors will NOT be allowed to bring vehicles into the event area during vending hours of operation.

Vendor Fee - \$150 for 10 x 10 space.

The vendor fee is \$150.00. This fee covers one 10 x 10 space, the basic electricity (20 amps), tent, two tables and two chairs for the event if needed – mark below.

_____ **Need more than 20 amps – Add \$50 charge**

Tables needed _____ Chair needed _____
 _____0 _____1 _____2 _____0 _____1 _____2
 Tent Needed _____

Please return completed form with payment. Make all checks payable to: **City of Mission**
 Attn: *Kathy Lockard, Event Coordinator*
 6200 Martway Mission, KS 66202
 913-722-8206 – FAX 913-722-8208

Payment: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check Card # _____ Exp. Date _____ Total _____ Name on Card _____	<p>Release of Liability: I, the undersigned, as a participant or parent/guardian of the participant in the above-named program(s), do understand that, in consideration of the Parks & Recreation Department, City of Mission, KS, I do release them, their officers, agents or employees from all liability demands or claim for loss, damage or injury resulting from participating in the above, as there is no insurance provided. I recognize and understand that the above program(s) require that I be in good health, and I warrant and declare that the participant is in good health. If the participant is a minor, I also give my consent for his/her participation in the above program(s), and for any necessary emergency medical treatment.</p>
Check # _____ Date _____ Staff Initial _____	Signature _____ Date _____