

Belton Community Projects, Inc.

P.O. Box 424 Belton, MO 64012

BCPI@kc.rr.com

Contact Info: (816) 331-4477

Belton Community Days 2009

June 18, 19, & 20th

Greetings VENDOR:

We may still be in the grips of Old Man Winter, but it is once again time to start planning for Belton Community Days 2009.

This is an exciting year for Belton Community Days. This year in addition to our increasing attendance, the Belton Parks and Recreation is sponsoring a 52 team, USSSA sanctioned Baseball Tournament for 11 and 12 year olds. Tournament goers will be looking for something to do between games and we are a balls throw away.

Enclosed you will find an application and accompanying paperwork for this years event. As a prior vendor you are receiving an application first. To retain your place in this event please return your paid application by May 1, 2009. At that time, the Vendor Committee will begin accepting new vendor applications.

If you have any questions please call or e-mail the number listed below.

We look forward to working with you during this year's Belton Community Days.

Sincerely Yours,



Michael C. White
Vendor Coordinator

Michael C. White, Vendor Coordinator Phone: **(816) 331-4477**

E-mail: Tiptax@kc.rr.com

JJ Mosby, Vendor Committee

Phone: **(816) 348-4482 (Daytime)**

E-mail: JMosby@BeltonPD.org

Kathy Cochran, Vendor Committee

Phone: **(816) 331-8866**

E-mail: mk42089@gmail.com

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BCPI USE ONLY

Booth(s) # _____

Electrical _____

Other _____

Request for Booth Space

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(Please PRINT in the Blanks)

Business / Trade Name: _____

Owner Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone 1: (____) _____ - _____ Ext _____

Phone 2: (____) _____ - _____ Cell Phone: (____) _____ - _____

E-Mail: _____

Web-Site: www. _____

To Apply: Vendors in good standing will have the first option for a booth space. Paid Vendor Application must be received by **May 1, 2009** to retain the **space**. Due to the limited spaces available, Belton Community Projects Inc. reserves the right to limit multiple vendors of the same type of product.

BCPI cannot guarantee that any booth holder will be assigned the space requested. BCPI reserves the right to assign spaces and alter layout as deemed necessary.

Vendor with Trailer? **Yes** **No** *(If Yes, see Trailer Specifications chart)*

Food Vendor? **Yes** **No**

METHOD OF PAYMENT:

Check # _____

Money Order # _____

Cash \$ _____

Total Amount DUE: \$ _____

PAYMENT Tendered: \$ _____

Booth Space Definitions:

NON-PROFIT: Belton Community Projects Inc. reserves the right to require verification of the non-profit status of the applicant. The applicant agrees that Belton Community Projects Inc., shall have the sole and exclusive authority to determine the applicant's (eligibility for the) non-profit status rates, and its determination shall be final. Examples of documents acceptable for verification include a certificate of good standing of a not-for-profit corporation registered with a state, preferably Missouri, not-for profit certificate issued by the Internal Revenue Service, or affidavit form executed by an Officer of the organization representing under oath the purpose of the organization.

CRAFTS: Only handmade items (crafted by the booth-holder) will be allowed. Please list or provide photos of the items to be sold. Belton Community Projects Inc. reserves the right to require the higher Individual/Commercial Business booth fee if it is determined the products being sold are not handcrafted by the booth-holder.

If you have any questions please contact the Vendor Coordinator.

Entrance Contract:

We (Individual, Organization or Business) agree to indemnify and hold harmless, the City of Belton, Missouri; Belton Community Projects, Inc; and Belton Parks & Recreation Department, and any of the directors and authorized agents of the above listed organizations in this section, against any and all claims, damages, losses and expenses resulting in whole or in part from my/our participation in the activities associated with Belton Community Days.

Belton Community Projects, Inc. contracts each year with a Carnival to provide enhanced entertainment for the festival. In our contract with the Carnival we have agreed to an exclusivity clause that restricts any additional rides, games, cotton candy sales and/or any other items sold or distributed by the carnival (including offers of free goods). These items may not be sold nor distributed by any other entity without express written permission from BCPI.

Belton Community Projects, Inc. further, reserves the right to restrict the types of booths allowed into the festival at its' sole discretion. BCPI, also, declares that Belton residents will be given first consideration on all food vendors with additional considerations given to Cass County residents. If your organization resides outside the city limits of Belton and/or Cass County your application will be reviewed by the coordinating committee and booth assignments will be granted as space permits.

I have read, understood, and agree to the Entrance Contract and to all the terms of Rules & Regulations attached with this application.

Authorized Agent for Vendor (Please PRINT)

Signature of Authorized Agent

Date

Booth Space Fees:

All booth spaces are limited to 10 x 10 in size. If your space requirements exceed more than the 10 x 10 size you will be charged for more than one space at the rate structure established below *.

Individual or Commercial Businesses

- Crafts (*Hand-Crafted*) \$45.⁰⁰
- Display/Drawings \$75.⁰⁰
- Games \$80.⁰⁰
- Merchandise Sales \$100.⁰⁰
- Food/Concessions \$200.⁰⁰

Not-For-Profit Organizations

- Crafts (*Hand-Crafted*) \$25.⁰⁰
- Display/Drawings \$30.⁰⁰
- Games \$40.⁰⁰
- Merchandise Sales \$60.⁰⁰
- Food/Concessions \$75.⁰⁰

* BCPI has a limited number of 10 x 10 canopies available for rental. The cost is \$70.⁰⁰ per canopy and must be reserved prior to the event. The canopies will be setup by BCPI at the assigned booth space prior to your arrival at the community days event.

- How Many 10 x 10 Booth Space Requested _____ .
- How Many Canopies Requested _____ .

If your display requires a custom trailer or setup you will need to specify the space requirements below and contact the vendor coordinator to establish fees.

Display SIZE: _____ .

Electrical Requirements:

Included in your booth rental fee is basic electrical service provided by BCPI at no additional cost. Please indicate below your electrical requirements. There will be no service greater than 50 amps provided.

Check All Applicable:

- 110 voltage / 20 Amp (How many connections _____ ?)
- 220 voltage / 50 Amp (How many connections _____ ?)

Please LIST Equipment to be plugged into electrical outlets: _____

Specify Special Needs as necessary: _____

Description of Products to be Sold or Services Offered: _____

If you need more room for descriptions, please attach a detailed sheet and photos as needed.

Belton Community Days 2009

RULES & REGULATIONS

1. All food and beverage vendors are required to contact the Cass County Health Department prior to Belton Community Days to obtain necessary permits.
2. All vendors are required to setup no later than 3:00 pm on Thursday in order for the Health Department and Fire Department to complete their inspections. Any vendors not setup by 3:00 pm will not be allowed to open Thursday night.
3. All vendors are required to supply their own trash containers, tables, chairs, lighting and extension cords. (*minimum of 12-3 gauge*)
4. All vendors are required to supply their own fire extinguisher and have a flame retardant booth and/or canopy.
5. **NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE PARK.**
6. Vendors **WITH** Trailers must setup trailers between 3:00 pm and no later than 6:00 pm on Wednesday and remain available for trailer adjustment as necessary.
7. Vendors **Without** a Trailer may setup their booth beginning at 9:00 am on Thursday.
8. ALL Vendors **MUST** be completely setup and at their booth by 2:30 pm on Thursday.
9. All vehicles must be out of the midway and vending area by 3:00 pm Thursday.
10. All cooking oil must be properly disposed of by the food vendor and not left in public trash cans, dumpsters or on park grounds. Vendors not complying with this requirement will be asked to leave the festival, forfeiting all fees and will be banned from attending future festivals.
11. **NO AMPLIFICATION DEVICES (ELECTRONIC or MANUAL) ARE ALLOWED.**
12. No Overnight Parking allowed in Markey Park during the Community Days festival.
13. For the Safety of all patrons **ABSOLUTELY NO VEHICLES** will be allowed in the Midway or Vendor Area until after 10:00 PM Thursday and Friday Nights and the close of the fireworks display on Saturday night.
14. The size of each booth space is 10' X 10'. **DO NOT EXCEED YOUR SPACE LIMITATION. YOU MAY NOT** go into the street to hand out, sell, or to direct fairgoers to your booth, without pre-approval from Belton Community Projects Inc. prior to festival. Display and storage will not be allowed outside of the booth space.
******* VENDORS MUST REMAIN WITHIN THEIR ASSIGNED 10' X 10' SPACE. NO MASCOT, SELLING, OR ATTENTION ACTIVITY OR DEVICE MAY BE DISPLAYED OR PERFORMED OUTSIDE OF BOOTH SPACE. ALL INFRACTIONS WILL BE HANDLED BY VENDOR COORDINATOR AND CONTRACT WILL BE REVOKED AND SPACE WILL BE IMMEDIATELY VACATED.**
15. For the safety of all concerned, the following items are not allowed to be sold or distributed at Belton Community Days, snap pops, whips, blow guns, crossbows, guns, throwing stars, stink bombs, flatulent sprays, party string, or other items which may present a public nuisance or danger. BCPI reserves the right to ask any vendor to remove products it deems unacceptable for sales or viewing at the festival.
16. **BOOTH FEES ARE NON-REFUNDABLE unless an appeal is made to the BCPI board prior to the Community Days event.**

Michael C. White, *Vendor Coordinator* Phone: (816) 331-4477

E-mail: Tiptax@kc.rr.com

JJ Mosby, *Vendor Committee*

Phone: (816) 348-4482 (Daytime)

E-mail: JMosby@BeltonPD.org

Kathy Cochran, *Vendor Committee*

Phone: (816) 331-8866

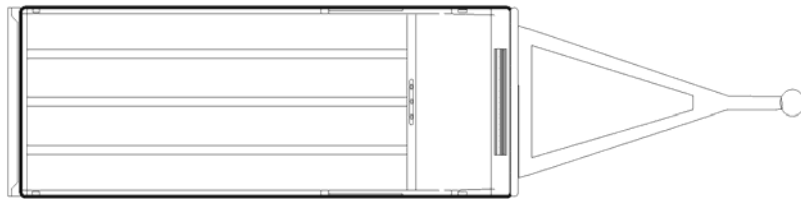
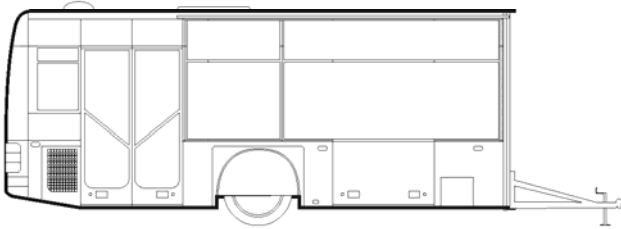
E-mail: mk42089@gmail.com

Business / Trade Name: _____

Owner Name: _____

TRAILER Specifications for Belton Community Days at Markey Park

How Many Feet ?



Length of Tongue |-----|

Length of Trailer |-----|

Length of Trailer & Tongue |-----|

If you have any questions,
please contact the
Vendor Coordinator

Phone # is listed
on the Application

Please Indicate the Following in the Diagram Below:

- Door Openings
- Awnings
- Services Windows

