



Your link to our
community
BeltonCommunityProjectsInc.

P.O. Box 424 ○ Belton, MO 64012

Contact Info: (816) 331-4477 www.belton.org/Community/BCPI/index.htm

BCPI
Belton Community Days 2010
June 17, 18, & 19th

Greetings NEW VENDOR:

Thank you for your interest in attending this year's Belton Community Days 2010.

This year, the Belton Parks and Recreation will be hosting the 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 new vendor, once we have receipt of your application along with full payment we will place you in our queue to be considered after April 15, 2010. You will be notified by May 3, 2010 when you have been accepted. If we are unable to accept your application this year your payment will be refunded.

For your convenience and additional information, our vendor application is available for downloading from our website at www.Belton.org/Community/BCPI/index.htm.

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
Fax: (816) 331-5237

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



BCPI USE ONLY	
Booth(s) #	_____
Electrical	_____
Other	_____
ACCEPTED / DECLINED	

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REQUEST FOR BOOTH SPACE

Belton Community Days 2010

June 17, 18, & 19th

(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 **April 15, 2010** 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.

BOOTH SPACE & CANOPY 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
- Interactive-Crafts (*Supplied Materials*) \$75.⁰⁰
- Display/Drawings \$75.⁰⁰
- Games \$80.⁰⁰
- Merchandise Sales \$100.⁰⁰
- Food/Concession Vendors - See ***FV Supplement***

Not-For-Profit Organizations

- Crafts (*Hand-Crafted*) ** \$25.⁰⁰
- Interactive-Crafts (*Supplied Materials*) \$40.⁰⁰
- Display/Drawings \$30.⁰⁰
- Games \$40.⁰⁰
- Merchandise Sales \$60.⁰⁰
- Food/Concessions \$75.⁰⁰
(Food Vendors - \$75 per 10 x 10 Space)

How Many 10 x 10 Booth Space's Requested _____ . (*REQUIRED Minimum of 1 Space / No half spaces*)

How Many Canopies Requested _____ . * (*OPTIONAL*)

Vendor with Trailer?

Yes No (*If Yes, see Trailer Specifications chart*)

METHOD OF PAYMENT:

Check # _____ Money Order # _____ Cash \$ _____

Total Amount DUE: \$ _____

PAYMENT Tendered: \$ _____

* BCPI has a limited number of 10 x 10 canopies available for rental at \$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 for community days event.

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

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 Equipment or Product description, attach detailed sheet & photos

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.

HAND-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

BCPI

Contact Info: (816) 331-4477

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NOTICE

To all COMMERCIAL FOOD VENDORS

BCPI has made the following changes to the Pricing Structure for Commercial Food Vendors attending Belton Community Days 2010

- One 10 x 10 space (10 x 10) \$ 200
- Two 10 x 10 spaces (10 x 20) \$ 250
- Three 10 x 10 spaces (10 x 30) \$ 350

Please indicate on the Vendor Application the number of spaces needed to accommodate your trailer or booth setup.

Commercial Food Vendors are all food vendors except Non-for-Profit 501(c)(3) organizations.

Michael C. White, Vendor Coordinator

Phone: (816) 331-4477

E-mail: Tiptax@kc.rr.com

Fax: (816) 331-5237

JJ Mosby, Vendor Committee

Phone: (816) 348-4482 (Daytime)

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Belton Community Days 2010

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. All 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. No vehicles will be allowed to either Enter or Leave the midway and vending area between the times of from 3:00pm Thursday thru Saturday after the conclusion of the Fireworks display.
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 or fairway to hand out, sell, or to direct fairgoers to your booth, without pre-approval from Belton Community Projects Inc. prior to the festival opening. 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.**

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Business / Trade Name: _____

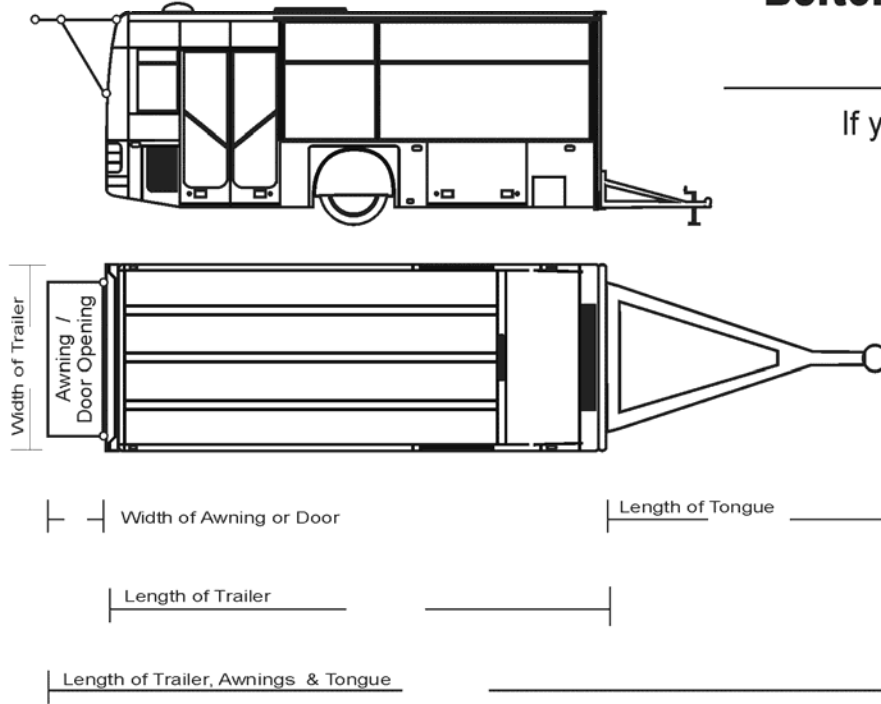
Owner Name: _____

How Many Feet ?

TRAILER Specifications for Belton Community Days at Markey Park

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

