

Versailles Olde Tyme Apple Festival™ • October 6, 2018

2018 Booth Application

Deadline to reserve the same booth(s) that you had last year is July 1, 2018

Company: _____ Contact Person: _____

Phone: _____ E-mail Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Repeat Vendor? Yes No
 Last Year Attended: _____

Booth Type			
B-1 Home Made Crafts	10x10	\$50	<input type="checkbox"/>
B-2 Home Made Crafts	10x20	\$100	<input type="checkbox"/>
B-3 Home Made Crafts	10x30	\$145	<input type="checkbox"/>
<hr/>			
F-1 Food	10x10	\$125	<input type="checkbox"/>
F-2 Food	10x20	\$200	<input type="checkbox"/>
F-3 Food	10x30	\$250	<input type="checkbox"/>
<hr/>			
C-1 Commercial	10x10	\$80	<input type="checkbox"/>
C-2 Commercial	10x20	\$150	<input type="checkbox"/>
C-3 Commercial	10x30	\$200	<input type="checkbox"/>

Electricity	
Electricity	<input type="checkbox"/> Yes <input type="checkbox"/> No
110 Volt \$25 per plug, 2 appliances per plug	\$ _____
220 Volt 30 Amp \$50 per hookup	\$ _____
220 Volt 50 Amp \$75 per hookup	\$ _____
Amperage checked	
DESCRIPTION OF ITEMS TO BE PLUGGED IN:	<p style="text-align: center;"><i>Please circle the type of plugin you require.</i></p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p style="text-align: right;">Electric Total: \$ _____</p> <p style="text-align: right;">Total Amount Due: \$ _____</p>
NO GENERATORS ALLOWED NO SPACE HEATERS ALLOWED	

Note: If you are selling Commercial (Non-Handmade) items, please check a Commercial Booth, we will be checking for this.

Booth Total \$ _____
Trailer Length (including tongue**) _____ ft

***If your trailer or tongue extends past your booth, you will be charged for an additional booth space and moved to a new location.*

Initial

Please read and sign the attached Versailles Olde Tyme Apple Festival™ Guidelines.

Festival is held rain or shine. There will be no changes on booths after you have received your confirmation. Booths are assigned according to availability. **There are no exceptions or guarantees.** Call the Chamber office at 573-378-4401 for more information.

All vendor booth registration fees are non-refundable and non-transferrable.

Initial

We ask that anyone with a trailer arrive and set up on Friday night to help with the traffic flow during setup.

Goods or Services provided. Please be specific.

We reserve the right to refuse booth space to any vendor.

I will participate, at no charge to me, as a Vendor for the Old Fashioned Christmas on the Square event scheduled for Dec. 8, 2018, 1-5pm. Setup at 12.

Yes No

Make all checks and money orders payable to:
 Versailles Area Chamber of Commerce
 PO Box 256, Versailles, MO 65084
 We do accept MasterCard, Visa and Discover Cards

Credit Card Payment
 Card Number: _____ Exp. Date: _____ Signature: _____

Date Received: _____	Amount Paid:	No. of Booths:			
Check No.: _____					

Versailles Olde Tyme Apple Festival™ Guidelines

Booth spaces will be available in 10' x 10' increments. If you need more than 10' from side to side, you **must** go to the next booth size. You need to have sufficient room **inside** your booth space to hold all of your products and supplies. All booth spaces will be marked and numbered. You will be expected to NOT extend over and into another person's space. All trailers must include the length of the tongue in their over-all length. No trailer tongues will be allowed to fall over into crosswalks or another person's booth space. If you have over a 10' trailer, including the tongue, you need a 20' booth space. There will be no exceptions. If you exceed your space, **you will be moved**. No tongues will extend out into the street beyond the 10' mark. No tongues will be parked on sidewalks. There will be no storage of vendor products in crosswalks or on sidewalks.

*****No vendors that are setting up Friday night will be allowed into the downtown area until after 10 p.m.**

Set up times are 10 p.m. to 1 a.m. Friday night and 5 to 9 a.m. Saturday morning. **This rule will be enforced by the Versailles Police Department. There will be no exceptions.**

1. All booths must be set up and ready to operate by 9 a.m. **No booths are to be removed before 5 p.m.** but may stay later if the crowd warrants staying later than 5 p.m.
2. No vehicles will be allowed on the square between the hours of 9 a.m. and 6 p.m. on the day of the festival. If you need assistance returning to your booth after you park your vehicle, one of the Olde Tyme Apple Festival™ volunteers will be happy to transport you back to your booth. Just contact someone in an orange vest and ask for assistance.
3. We provide NO special parking for vendors! It is first come, first served, when it comes to parking close to the square. There will be handicapped parking available off the Festival site. If you need assistance, please contact an Olde Tyme Apple Festival™ representative.
4. All exhibitors will need to display their official confirmation letter with their booth space number as they enter the festival site. Please have your copy available for the Olde Tyme Apple Festival™ representative to check. All booths need to be checked in by an Olde Tyme Apple Festival™ representative before setting up. There will be check-in points at every street entrance.
5. Regulations on the use of electrical hookups will be strictly followed:
 - A. 110 Volt hookups will be \$25, with a limit of two (2) appliances per plug. Please use only those hookups labeled with your booth number.
 - B. Booth electrical systems are subject to fire inspection.
 - C. Electrical service is limited. Requests for electrical hookups will be honored on a first request basis.
 - D. Indicate the amperage that you will need on the festival day. If you need 220, you need to list whether it is 30 amp or 50 amps, etc. You will be charged accordingly. Fee schedules are listed on the application.
6. Vendors will break down all cardboard boxes for waste disposal. You are responsible for policing your area for trash. Receptacles are provided on the square for this purpose. All vendors are responsible for disposing of trash at the end of the day. Failure to adhere to our guidelines will disqualify you from returning to the Festival again.
7. **County and City health regulations apply to all food concession booths.** You will be provided with a copy of the regulations. Be ready to be inspected. Contact Jim Miller at the Morgan Co. Health Dept with any questions. (573)378-5438 ext. 238.
8. **THE FOLLOWING ITEMS WILL NOT BE SOLD DURING THE FESTIVAL:** "Canned String," "Silly String," "Marshmallow Guns," and "Canned Farts." You will be asked to leave if you are caught selling these items. If you have items that are more of the "Flea Market" variety, please call Warren Pifer at 573-378-7689 to obtain space at the Open Air Market at the Fairgrounds on Highway 52 in Versailles.
9. Make sure you are staffed appropriately for the volume of business expected during a festival such as this.
10. All banks in Versailles are closed the day of Olde Tyme Apple Festival™; make sure you bring adequate change.
11. **No type of self - propelled vehicles will be allowed within the festival area from 9 a.m. to 5 p.m.** This includes golf carts, four wheelers, motorcycles, etc. The only exception will be for official Olde Tyme Apple Festival™ personnel, emergency staff, police, or motorized scooters or wheelchairs needed by handicapped festival attendees.
12. **Vendor shall carry public liability insurance, including bodily injury, of not less than \$500,00.00 per occurrence and not less than \$500,000.00 in aggregate. Vendor agrees to list the Versailles Area Chamber of Commerce as an additional insured and agree to hold the Versailles Area Chamber of Commerce harmless from any liability. If a Vendor does not carry public liability insurance, the Vendor shall execute a separate hold harmless agreement. **Please sign below****
13. There is **NO** water available for vendors! If you need water, you are responsible to provide your own.
14. If you are in need of ICE, it is available at the ice machine on the sidewalk by the Chamber Office.

In consideration of the Versailles Area Chamber of Commerce renting a booth space to Vendor, Vendor agrees to indemnify and hold harmless Versailles Area Chamber of Commerce, its employees, directors and all related entities, from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property occurring in and about, or arising from related to or in conjunction with Versailles Olde Tyme Apple Festival and Versailles Area Chamber of Commerce, adjacent sidewalks, loading platforms or areas, parking areas or occasioned wholly or in part by any negligent or willful act or omission of the Vendor, its agents, subcontractors, exhibitors, concessionaires or employees, then the Vendor shall protect and hold harmless the above-named indemnified in conjunction with litigation. Your signed application is your agreement to accept any space assigned, and to abide by all Vendor Guidelines.

X

Signature

Date