



2008 ARTS AND EATS FESTIVAL VENDOR RESPONSIBILITIES

JOHNSON DRIVE BETWEEN HORTON & DEARBORN
FRIDAY, SEPTEMBER 19, 2008 – 6:00-10:30PM

SATURDAY, SEPTEMBER 20, 2008 – 10:00AM-5:00PM

BOOTH PARAMETERS

All booths consist of a 10'X10' tent space. Each vendor will be provided two 8' rectangular tables and two chairs. Tent provided if requested.

ELECTRICAL

Each booth will be provided 20 amps of electrical power. **Vendors are required to bring their own extension cords, power strips and lighting.** (GENERATORS WILL BE TURNED OFF 30 MINUTES AFTER THE EVENT AND TURNED ON 1 HOUR BEFORE THE EVENT STARTS.)

Extra fee of \$50 for over 20 amps. Must be requested by September 5, 2008.

BOOTH SET UP

Vendors must set up on Friday, September 19th between 4:00 & 6:00pm. Vendors must check-in with the City of Mission staff prior to setting up their booth. Please unload your vehicle and move it to a parking location prior to assembling your booth.

DROP OFF

Vendors will be able to enter the site to set up their booth. A map of the site and entry points will be mailed with your confirmation.

PARKING

Vendors will be able to use their vehicles to load and unload their equipment before and after operational hours. Parking Maps will be mailed with your confirmation.

EXHIBITOR CLEAN-UP & TAKE-DOWN

Tear down begins at 5:00pm. You will be allowed to access your site by vehicle starting at 5:15pm. Each vendor is responsible for the clean-up and disposal of all waste materials.

STAFF

Vendors' booths must be staffed during all event hours.

RULES AND REGULATIONS

Vendors must comply with all applicable electrical, fire and health department rules and regulations and all city, state and federal laws.

KEEP THIS PAGE FOR YOUR REFERENCE.

WEATHER

The Arts & Eats Festival will occur rain or shine. All fees for the event are non-refundable.

ALCOHOL

Any vendor wishing to sell alcoholic beverages - MUST APPLY 6 WEEKS PRIOR TO THE EVENT!!! All Alcoholic Beverage sales must be approved by the City of Mission. Any product 3.2 and above must be approved by the Kansas Department of Revenue, Alcoholic Beverage Control (ABC). Please call Kathy Lockard at (913) 722-8206 to receive an alcohol application packet.

HOURS OF OPERATION

Vendors will be required to remain open between 6:00 & 10:30pm on Friday and 10:00am & 5:00pm on Saturday. Vendors are not allowed early teardown without prior approval of the City of Mission. The City of Mission reserves the right to bar any vendor from future participation in City of Mission events.

PAYMENT

Vendor fee is \$150.00. This fee covers the electricity, tent (if needed), two tables and two chairs for the event.
Extra fee of \$50 for over 20 amps if needed.

Please make all checks payable to:

City of Mission

Attn: Kathy Lockard

6200 Martway

Mission, KS 66202

(913) 722-8206 or FAX (913) 722-8208

Deadline: Tuesday, September 9, 2008

