

**MISSION BUSINESS DEVELOPMENT COMMITTEE  
ARTS & EATS FESTIVAL VENDOR REGISTRATION FORM  
SYLVESTER POWELL, JR. COMMUNITY CENTER  
FRIDAY, SEPTEMBER 19, 2008 – 6:00PM-10:30PM  
SATURDAY, SEPTEMBER 20, 2008 – 10:00AM-5:00PM**



Business Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cellular \_\_\_\_\_

Describe your booth's dimensions, furnishings and needs (Type, Size and Dimension). All plans must be discussed and approved with the City of Mission before set up:

Do you need Electricity?  Yes  No Will you need a tent provided for you?  Yes  No  
**\$50 fee for over 20 amps**  
 Will you be serving alcohol?  Yes  No (Application must be submitted 6 weeks prior to the event.)

*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.*

**BOOTH SET UP**

Vendors must set up on Friday, September 19<sup>th</sup> between 4:00 & 6:00pm. Vendors must check-in with the City of Mission staff prior to setting up their booth.

**PARKING**

Vendors will be able to use their vehicles to load and unload their equipment before and after operational hours.

**EXHIBITOR CLEAN-UP & TAKE-DOWN**

Tear down begins at 5:00pm on Saturday. You will be able 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.

**HOURS OF OPERATION**

**Vendors will be required to remain open from 6:00 to 10:30pm on Friday and 10:00am to 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 ban 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 & requested prior to event.**

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 9th, 2008**



Payment: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Cash <input type="checkbox"/> Check Card # _____ <b>OFFICE</b> Exp. Date _____ Total _____ <b>USE</b> Name on Card _____ <b>ONLY</b>	<b>Release of Liability:</b> I, the undersigned, as a participant or parent/guardian of the participant in the above-named event(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 event(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 event(s), and for any necessary emergency medical treatment.
Check # _____ Date _____ Initial _____	Signature _____ Date _____