



Greenwood Parks & Recreation

www.greenwoodmo.com/parks

GREENWOOD FESTIVAL RULES OF OPERATION

Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Jackson and City of Greenwood pertinent to the Vendor's participation in Greenwood Festivals, including but not limited to, statutes and ordinances affecting gambling, health and sanitation, building and electrical construction and maintenance and fire safety.

Greenwood Parks and Recreation Board and Greenwood Festival Committee shall have the right to interpret the following Rules and Regulations as in its discretion it might deem appropriate and to enforce compliance with such Rules and Regulations.

Any violation of these rules and regulations or of any statute or ordinance shall result in immediate forfeiture of all rights and participation in the Festival and the return of any monies deposited to secure participation in the Celebration.

The Greenwood Festival Committee will attempt not to place similar booths in close proximity. The Committee reserves the right to limit the number of games or products to create a good balance for the Celebration.

- 1. CANCELLATION AND REFUNDS:** In order to claim a refund, cancellation must be made in writing at least thirty (30) days prior to the opening of the Festival. Such claims for a refund will be considered only if the space(s) are resold prior to the opening of the Greenwood Festival. Said honored refund will usually not be refunded until after the Festival date. Any vendor who cancels within two (2) weeks of the Festival will not be refunded regardless of whether or not the booth space is resold.
- 2. DEFINITION OF BOOTH SPACE:** You must keep your booth within the confines of the space purchased. Booth spaces measure 10' X 10' and 10' X 20'. Under no circumstances can you sell your booth space to another exhibitor or permit other parties to exhibit merchandise other than what is stated on your application. Any sales and/or solicitation must be kept within the confines of your booth space. All booths must be staffed and in operation for the scheduled hours of the Festival. The Greenwood Festival Committee reserves the right to remove a booth from the Festival area should the booth be constructed in an unsafe manner.



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3. SET UP AND TAKE DOWN:

- A. Booth participants may set up any time prior to 1 hour prior to the start of the Festival. No booth participant may change booth spaces without the approval of authorized personnel of the Greenwood Festival Committee. All booth materials and construction thereof, is the responsibility of the vendor. If crafts are subject to weather, vendors must provide adequate protection.
- B. If you have not set up by 1 hour prior to the start of the Festival, we will assume you are not coming and your booth space will automatically be forfeited. No refunds will be given.
- C. Security will only be present during the hours of the Festival. We are not responsible for any damage to any person during the show or for any damaged, lost or stolen items. Each exhibitor is responsible for his/her own insurance.
- D. No vehicles will be allowed inside the barricades during Festival hours. All cars, trucks, etc. must be removed by 1 hour prior to the start of the Festival. No one will be allowed to bring in any vehicles at closing time until all people are cleared from the Festival area. This will be strictly enforced by the Police and Fire Department.
- E. **TAKE DOWN:** No exhibit or part thereof is to be dismantled or removed before posted closing on the day of the Festival. No vehicles will be permitted into the Festival area until all people are cleared from the Park. All booths must be dismantled on the day of the Festival.
- F. **VEHICLE PARKING:** No vehicle will be allowed in the Festival area from ½ hour prior to the opening of the Festival and until all people are cleared after closing.
- G. **RAIN-OUT CLAUSE:** In the event of rain for more than two (2) hours, the Greenwood Festival Committee will make a decision on whether or not a “Rain Out” will be called. Participants will be notified when vehicles may be allowed into the Festival area if a “Rain Out” is called. If you tear down because of rain and a “Rain Out” has not been called, you must carry out merchandise by hand. **NO VEHICLES WILL BE ALLOWED INTO THE FESTIVAL AREA WITHOUT THE PERMISSION OF THE PARK BOARD.** Failure to comply with this rule may exclude you from participating in future festivals. A refund may be given if the vendor was present and a rain out is called. No refund if the vendor not present or vendor leaves before a rain out is called.



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4. **FOOD VENDORS:** It is the responsibility of the vendor to obtain a **health permit**. There will be no open fires. It is the responsibility of each food vendor to remove all used cooking oil and/or grease from the Festival premises. All food vendors must have at least one (1) dry chemical fire extinguisher at their booth area. Any food vendor using smoke producing cookers must call the Greenwood Festival Committee for specially designated areas.
5. **CLEAN UP:** Vendors' booths must be kept clean and free of all refuse, rubbish and garbage deposited in containers.
6. **SALES TAX:** It is the responsibility of all vendors to pay their own sales tax to the State of Missouri.
7. **PROHIBITIVE ITEMS:** No merchandise shall be sold, used or given away that is obscene, dangerous or unlawful. Expressly prohibited are items including, but not limited to, the following: alcoholic beverages (unless permitted by the Board of Aldermen), drug paraphernalia, butterfly knives, switch blades, throwing stars, brass knuckles, water weenies, explosive devices, fireworks, silly string, poppers, disappearing ink, stink bombs, etc. The Greenwood Festival Committee will notify a vendor of his violation of this provision and permit removal of all items from the Celebration grounds. Failure of vendor to do so will create forfeiture of his rights and privileges.
8. **SOUND RESTRICTION:** The Greenwood Festival Committee reserves the right to monitor and regulate the level of sound from all booths. After two (2) warnings about offensive sound, the Committee shall have the right to request that the offending vendor vacate the booth. Please be considerate of fellow exhibitors.
9. **PETS:** For the safety of all, pets must be on a leash at all times. Greenwood has a leash law, which will be strictly enforced.
10. **HOURS OF OPERATION:**

FREEDOM FEST: Freedom Fest will be held on the last Saturday in June at 4:00 p.m. until Fireworks display is over. Fireworks begin at 9:30 p.m. No booths may be shut down and loaded until the fireworks are over and the parking lot is clear of pedestrians.
Rain Date is Sunday.

Fall Fest: Saturday, September 30, 2017. Hours of operation: 4:00 p.m. 10:00.

Violation of any of the above rules may result in immediate eviction from your occupied booth space at the Festival and you will not be allowed to participate again.

THE GREENWOOD FESTIVAL COMMITTEE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATIONS.



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Vendor covenants that it will protect, defend, hold harmless and indemnify the Greenwood Parks and Recreation Board, Greenwood Park Board Festival Committee, and the City of Greenwood their directors, officers, successors, assigns, employees and volunteers from and against any and all expenses, claims, actions, liabilities, attorney's fees, damages and losses of any kind whatsoever, actually or allegedly, resulting from or connected with the participation as a Vendor in the Greenwood Festivals. The Greenwood Parks and Recreation Board, Greenwood Festival Committee, and the City of Greenwood shall not be liable for any loss or damage to any individual, merchandise, or personal property in or about a Vendor's booth regardless of the cause of such injury, loss or damage. The Greenwood Parks and Recreation Board and Greenwood Festival Committee reserve the right to negotiate and/or reject individual booth spaces and booth placement. Vendor agrees to submit to the jurisdiction of the Courts in the State of Missouri and that Missouri law applies.

I, _____, the undersigned authorized agent, dutifully swear that I have thoroughly read the rules and regulations and agree to comply.

Signature: _____ Date Signed: _____

**Checks are to be made payable to:
Greenwood Parks and Recreation**

Send applications and permit to:

**Greenwood Park Board
709 West Main St.
Greenwood, MO. 64034-9642**



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GREENWOOD FESTIVAL BOOTH APPLICATION

GREENWOOD FESTIVAL: (CIRCLE ONE) **FREEDOM FEST **FALL FEST****
COMPANY NAME: _____ **CONTACT PERSON:** _____
ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____
PHONE: () _____ - _____ **EMAIL ADDRESS:** _____

ELECTRICITY NEEDED? YES OR NO (CIRCLE ONE) \$10 ADDITIONAL COST FOR ELECTRICITY.

LIST ALL ITEMS TO BE SOLD, DISPLAYED OR GIVEN AWAY

(NO SUBSTITUTIONS ARE ALLOWED ONCE ACCEPTANCE IS CONFIRMED IN WRITING)

TYPES OF SPACE	SIZE	AMOUNT DUE	
CRAFTS / GAMES	10 X 10	\$20.00	_____
	10 X 20	\$40.00	_____
COMMERCIAL/CORPORATION	10 X 10	\$40.00	_____
	10 X 20	\$75.00	_____
FOOD AND/OR DRINK	10 X 10	\$50.00	_____
	10 X 20	\$100.00	_____
LIQUOR SALES (beer/wine; must be approved by Board of Aldermen)		\$250.00	_____
ELECTRICITY		\$10.00	_____
TOTAL FEE ENCLOSED:			_____

NO FEE CHARGED FOR NON-PROFIT ORGANIZATION SPACE

ALL FOOD BOOTHS ARE RESPONSIBLE FOR OBTAINING AND PROVIDING A COPY OF THEIR JACKSON COUNTY HEALTH DEPARTMENT PERMIT. (313 S. LIBERTY, INDEPENDENCE, MO. (816) 325-7194.

ALL VENDORS (EXCEPT NON-PROFIT ORGANIZATIONS) MUST OBTAIN A TEMPORARY BUSINESS LICENSE FROM CITY OF GREENWOOD, MISSOURI CITY HALL (709 W. MAIN STREET, GREENWOOD, MISSOURI 64034 (816) 537-6969.