

**2017 Clayton Harvest Festival
VENDOR BOOTH APPLICATION**
Application Deadline: August 11, 2017

Date of Application: _____

Please provide all information requested. Incomplete applications will be returned.

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: () _____ Cell Phone: () _____

Email: _____ Website: _____

LEAVE NO TRACE POLICY: As a vendor, you are responsible for cleaning up after yourself and throwing away your own trash. Please prepare accordingly. If any "trace" is found from a vendor booth after the festival, that vendor will be unable to participate in future festivals.

VENDOR CLASS	Chamber Member	Non-Chamber
↓		
<input type="checkbox"/> Premium Booth	\$205.00	\$255.00
<input type="checkbox"/> Vendor Booth	\$175.00	\$225.00
<input type="checkbox"/> Non-Profit	\$130.00	\$155.00
<input type="checkbox"/> Political Booth	\$225.00	\$240.00

Vendor Fee: _____ x _____ = _____
Bar-B-Que Plate: _____ x \$8.00 = _____
Beverage: _____ x \$1.00 = _____
Electricity: _____ x \$30.00 = _____
Late Fee: _____ x \$100.00 = _____
Total Enclosed: = _____
*** CASH PAYMENTS WILL NOT BE ACCEPTED!***

All Bar-b-que plates and beverages will be delivered to vendors that ordered them, between 11am - 1pm. Plates must be paid for when registering for the festival.

*** Early Bird Discount- take \$10 off! All booths submitted before April 7 are considered Early Bird Registration**

Description of what you will be selling/exhibiting: (Please be specific): **Please attach pictures if possible.**

<p>The following items MUST be included with application:</p> <p><input type="checkbox"/> Completed Application</p> <p><input type="checkbox"/> Description/Photo of Items</p> <p><input type="checkbox"/> Signed Copy of Vendor Rules</p> <p><input type="checkbox"/> Fees (Checks, MO) made to Clayton Chamber of Commerce</p> <p align="center">*** CASH WILL NOT BE ACCEPTED!***</p>

<p>VISA MASTERCARD DISCOVER</p> <p>Card #: _____</p> <p>Exp. Date: _____ V-Code: _____ Zip _____</p> <p>Code: _____</p> <p>Signature: _____</p>

Applicant Signature: _____

The deadline for all applications is August 11, 2017
Applications postmarked after August 11, 2017 must add a \$100.00 late fee
Fees are non-refundable
No booths will be sold after September 8th

2017 Clayton Harvest Festival – Vendor Rules

***** PLEASE READ BEFORE YOU SIGN *****

FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE FESTIVAL!

THERE ARE NEW RULES & FESTIVAL TIMES FOR 2017

FOOD AT THE FESTIVAL: If you plan on selling **ANY** type of food at your booth, you are considered a Food Vendor and must fill out a food vendor application. **This includes any type food prepared at the festival, ice cream, sno-cones, smoothies, etc.** If you come to the Festival prepared to sell food, but have not filled out a Food Vendor application, you will be asked to leave.

FACE PAINTING: We have vendors who sign up to attend our Festival who run face painting businesses. For that reason, we are asking that vendor booths do not provide a face painting service in their tent unless they are signed up as a face painting vendor. We understand that it is a good fundraiser for non-profit organizations, but it takes away from other vendors who attend our festival.

FESTIVAL HOURS: **The vendor fair day of the 2017 Clayton Harvest Festival will operate from 10:00am – 5:00pm on Saturday, September 16, 2017.** All vendors will be required to have their booths set up and ready for 10:00am opening. **Vendors will NOT be allowed to close their booths prior to 5:00pm or stay open later than 5:00pm.** This rule applies to **EVERY VENDOR.** Due to safety concerns Main Street will remain closed to vehicle access from 8:00am – 6:00pm. Exhibitors are responsible for unloading and disassembling their own booths in the designated area during their assigned time. **THIS EVENT WILL TAKE PLACE RAIN OR SHINE, AND THERE WILL BE NO REFUNDS OFFERED DUE TO WEATHER.**

LATE REGISTRATIONS: **Any late registrations (August 11th - September 8th) must pay a late fee of \$100.00 to register for the festival. In addition, they will have to come to the Clayton Chamber of Commerce office to pick up their booth assignment information and parking passes. No booths will be sold after September 8th.**

BOOTH SPACE: Booth spaces are 10 x10. Tents, tables or display shelving needs to fit within the allotted 10 x10 space that is provided to you. Booths are assigned by the Clayton Harvest Festival committee. There is no guarantee of receiving a particular or requested booth location. You must provide your tent and all things that will go in or around your tent, including tables and chairs if needed.

PARTICIPANTS: Only those individuals who complete their applications and have fees paid in full will receive approval to display and sell. Anyone submitting an incomplete application will have it returned to them. There are a limited number of booths and they will be assigned on a first come first serve basis. Once you have been registered you will receive your **BOOTH ASSIGNMENT** a few days prior to the festival. This will include your booth number as well as a vendor pass which will allow you to enter the festival area for setup. Two passes per vendor will be given, if more are needed you will need to contact our office.

SETUP TIMES: Depending on your booth assignment number, you will be given a specific arrival time. Please adhere to these times. If you arrive **earlier** you will be asked to pull over until your assigned time. If you arrive **later** than your assigned time you will be asked to pull over until we are able to pull you onto Main Street - **This may cause you to lose your assigned booth space and you will be relocated to a different location.**

LEAVE NO TRACE POLICY: As a vendor, you are responsible for cleaning up after yourself and throwing away your own trash. Please prepare accordingly. If any “trace” is found (i.e. trash, paper, stickers, goodie bags, etc.) from a vendor booth after the festival, that vendor will be unable to participate in future festivals.

ARRIVAL & UNLOADING: Main Street will be blocked from Smith St. to O'Neil St. beginning at 5:30 AM on Saturday morning September 16th. **SET UP MUST BE COMPLETED AND ALL VEHICLES MOVED OUT OF THESE FESTIVAL AREAS BY 9:15AM ON SATURDAY MORNING.** *Booths must remain in the assigned location until close of the Festival booth area at 5:00pm.* Carnival rides and stage entertainment will continue after 5:00pm, but you must break down your booth at that time. Included with your letter will be your official vendor parking pass. With this pass, you will be allowed to drive into the Festival area. **MAKE SURE YOU BRING THIS PASS WITH YOU TO THE FESTIVAL!!!**

POWER: For an extra fee of \$30.00 booth spaces with electricity are available. These will be assigned on a first come, first serve basis. These are 120V only, and we have a limited number of plugs. Please note that once the available plugs are used, we will not have additional power. **If you do have power, please be sure that all electrical cords are heavy duty and can be used outdoors.** If you do not have the proper equipment needed to plug in to our outlets, you will not be able to use our electricity. We will not be providing an alternate plug for you. You will also need to have a cord cover (i.e. Rubber Mat, appropriate tape, etc.) to put over your cord to avoid anyone tripping. Power will not be available on festival morning to **ANY** vendor that has not applied and paid for power in advance with their application.

*****IF YOU REQUIRE POWER, PLEASE CONTACT THE CLAYTON CHAMBER OF COMMERCE PRIOR TO SUBMITTING YOUR APPLICATION.*****

SAFETY & VENDOR CONDUCT: Festival safety is critical to all of us! It is important that we all work together to have a SAFE and fun Clayton Harvest Festival. All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors, and festival organizers. Vendors failing to follow this rule will be asked to shut down booth operations and will be escorted out of the festival area.

RELEASE: The Clayton Chamber of Commerce and the Clayton Harvest Festival Committee are not liable for damages, injury or loss to any person or goods from any cause whatsoever. The Clayton Harvest Festival Committee and the Clayton Chamber of Commerce cannot be held responsible for any claims of damage, injury or loss arising out of or in connection with use of space or grounds in the festival. The Clayton Harvest Festival Committee and the Clayton Chamber of Commerce reserve the right to approve all products and materials, and will limit the number of types of vendor offerings at the festival. All decisions of the Clayton Harvest Festival Committee will be final.

Be sure to review the checklist at the bottom of the Vendor Application before mailing. Deadline for applications is August 11, 2017. You will receive an email with instructions about entering the festival area a few days prior to the Festival.

My Signature verifies that I have read and understand this agreement of participation:

I understand that my fees are non-refundable. (Make a copy of this signed document for your records)

Print Name: _____

Signature: _____ Date: _____