



Hartville Area Chamber of Commerce
PO Box 307 - Hartville, MO 65667

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www.hartvilleareacc.com

Welcome Vendors!

The Hartville Area Chamber of Commerce looks forward to building upon the past success of Hartville's Fall Festival. If you are a returning vendor, we'd like to welcome you back and also express our appreciation for all that you do to help make the festival a successful and fun place to be. If you're joining us for the first time, we'd like to welcome you to our family of hard-working, friendly vendors. You can count on us to do everything we can to help you get established so that you can successfully market your products to our local community and our guests.

There are many changes this year with construction at our usual location. We will be completely restructuring our vendor spots and hope that these changes will all be positive improvements. All spots will be assigned by the Chamber this year and are available on a first come, first serve basis by registering with these documents.

Due to logistical conflicts, we have decided to forgo the parade. In its place, we are very excited to announce that America's Got Talent's Season 2 runner up, Cas Haley will be performing with his full band! With a huge draw to this headlining entertainment, and an expanded carnival, this should be a fantastic year to join us.

We want to use this as an opportunity to improve and grow this event. Additionally, we want to be a gathering place for the community to come together, visit, and have fun. We are excited about the coming event, and look forward to working with each of you!

In Good Business,

2019 Fall Festival Organizers and the Hartville Area Chamber of Commerce



Hartville 2019 Fall Festival Guidelines & Vendor Agreement

I. Introduction

Currently, the Hartville **2019** Fall Festival will run on the following date and times: ***SUBJECT TO CHANGE***

Downtown Hartville (Courthouse Lawn)

Saturday October 19

| | |
|---------|-----------------------------|
| 5:30 AM | Vendor/Carnival set up |
| 9:00 AM | Festival begins |
| 4:00 PM | Festival ends |
| 9:00 PM | Courthouse Lawn all cleared |

Downtown Hartville (E. Rolla St.)

Saturday October 19

| | |
|----------|---------------------------|
| 5:00 AM | Road Closed |
| 5:30 AM | Vendor set up |
| 9:00 AM | Festival begins |
| 10:00 AM | Stage Opens –Southwynns |
| 4:00 PM | Festival ends |
| 4:00 PM | Cas Haley takes the stage |
| 8:30 PM | E. Rolla St. all cleared |
| 9:00 PM | Road Re-Opens |

Attachment 1 is an **Agreement** that all vendors **must** sign and submit before joining the festival. No prospective vendor will be permitted to set up a booth or conduct sales unless a signed Agreement is on file with the Chamber of Commerce. No exceptions.

Attachment 2 shows the **Festival layout** with spaces allotted for vendors, for demonstrations, etc. These spaces are assigned and we ask that you set up only in the space(s) that you are assigned.

II. General

1. The Hartville Area Chamber of Commerce reserves the right to cancel the Fall Festival, without notice, due to extreme weather or other hazardous situations.
 - Every effort will be made to notify vendors and community at large, through Facebook, the website, and radio. Refunds may be given at the Chamber's discretion, depending on the time and circumstance of cancellation.
2. All vendors must sign the Agreement (Attachment 1) and submit it to the Chamber of Commerce, by Aug. 1st if they are sponsoring or before Oct. 4. Spaces will be sold on a 1st come- 1st serve basis. Day-of applications will only be accepted if time / availability allows.
3. Vendors are responsible for complying with applicable business and tax regulations and laws.
4. Vendors whose sales require special licenses or permits (such as eggs, meats, dairy, etc) must provide a copy to the Chamber of Commerce at least one week prior to festival date. For questions and applications for Temporary Food Permits, contact the Wright County Health Department @ 417-741-7791
5. Vendors must ensure they are in compliance with applicable MO State, County and City regulations regarding dairy products, eggs, meat and honey as well as baked and canned goods. **All permits and exemptions need to be provided with a copy of this application.** It is strongly suggested that you keep a copy of your permits, etc., on your table during the festival.



6. Vendors advertising products as "organic" must have a USDA-approved certificate.
7. Vendors must supply their own tables, scales, containers, etc. Scales must comply with MODA regulations.
8. Vendors must collect and remove trash / debris generated by their site before leaving the festival.
9. Vendors must rely on their own cash resources; the Fall Festival will not be able to make change for anyone.
10. Any complaint may be directed to the Chamber of Commerce. Unresolved issues will be brought to the attention of the Board of Directors.

III. Who can be a vendor at Hartville's 2019 Fall Festival, and what can they sell?

1. **Farmer / Producer / Nursery / Planter:** persons or entities who raise produce (vegetables, fruits, nuts, and grains), herbs, flowers or nursery crops from seed or plants. Beekeepers, egg farmers, poultry and livestock producers and fish and/or shellfish growers are considered farmers.
2. **Grower:** non-professional small-scale farmers or home gardeners
3. **Processor:** person who offers fresh food products such as bread, candies, jams, jellies, etc. Processors must comply with all applicable MO Department of Agriculture and/or MO Health Department requirements.
4. **Crafter / artisan / artist:** person who hand-makes bath products, herbal products, garden art and furniture, quilts and needle workers, pottery, candles, wood products, birdhouses, wreaths, botanical and floral products, crafts made from agriculture materials (such as goats milk, beeswax, wool); artists who paint, draw; potters; photographers; and jewelry-makers.
5. **Bake Sales:** baked goods sold by non-profit organizations such as churches, youth groups, etc. Sales may include organization-produced cookbooks, etc.
6. **Demonstrations:** person(s) who demonstrate a skill or craft, exercise or talent, or provides instruction or presentation as coordinated and scheduled by the Fall Festival.
7. **MLM:** representatives of multi-level marketed products such as candles, health supplements, essential oils, jewelry, etc.
8. **Sponsor:** person or entity that has sponsored the market at a Supporter rate may advertise or sale items other than those listed above. A sponsorship table is only available once per season, per person / entity. The Board of Directors has the right to refuse sponsorships deemed inappropriate.
9. Vendors from all over Missouri are welcome to participate. However, if spots are full, priority will be given to Hartville Area vendors.
10. A designation of "100% Hartville Made" will be given to vendors that certify through the application process, that all items are grown or made in Hartville. Vendors will be provided with a sign at the beginning of the festival, to be returned to the Chamber of Commerce.
11. No one may sell, distribute or vend beer, wine or alcoholic beverages.
12. No selling, trading or buying live animals (except rescue / shelter animals by prior arrangements with the Fall Festival).
13. No active political campaigning, though representation of parties distributing information is allowed.
14. No fundraising activity without prior approval of the Market Manager (one week in advance of the requested activity).



15. No advertising without prior approval of the Chamber of Commerce (one week in advance of the requested activity).
16. Vendor signs shall not be larger than the vendor's space. In the interest of public safety, signs must be secured. Signs cannot impede walkways. The Chamber of Commerce reserves the right to disapprove any sign.
17. On Fall Festival day, the Chamber of Commerce reserves the right to approve or disapprove any item that is being offered for sale or trade. Formal complaints can be brought to the Committee.

IV. **Parking throughout Hartville**

To promote safety, fairness and a favorable Fall Festival experience for everyone, all vendors must comply with the Festival rules regarding parking.

1. **Main Street/ Post Office/ Courthouse:** In the spirit of courtesy, cooperation and common sense, parking inside the Fall Festival area is not permitted. Parking on Main St/ Hwy 5 is discouraged.
2. **Behind Probation and Parole:** Spots will be designated for Vendors. Please park ONLY in designated areas.
3. **US Bank:** Open Parking.
4. **Town & Country:** Be mindful of any construction and restrictions.
5. **Grow Smart:** Open Parking after 12 noon.
6. **Hartville Family Café:** Parking is for Customers of the Café.

V. **Fall Festival Layout**

The Hartville 2019 Fall Festival has a **layout plan with specified vendor spaces for the Saturday event**. A layout plan is a management tool that will help the Chamber of Commerce account for all the vendors; the plan will also help the festival accommodate all vendors, in addition to conducting other activities. Importantly, a layout plan is also a safety measure, to promote accessibility for vendors and customers. Finally, a layout plan promotes fairness among the vendors, no matter what size the vendor's operation.



VI. Spaces and Fees

The Hartville 2019 Fall Festival asks that all vendors, sponsors and participants exercise professional courtesy to all others involved. There may be vendors with similar items or skills. This event is for the enjoyment of our entire community. Any personal or professional conflicts among participants will not be tolerated. Offenders will be asked to leave without the possibility of a refund.

| 2019 Fall Festival SPONSORS | Supporting Sponsor (Includes 10x10 Booth) | Advertising Sponsor (NO Booth) | Booth Sponsor (Info Booth Only) |
|------------------------------------|--|--|---|
| Reserve by Aug. 1 | \$75 | \$50 | \$25 |
| 2019 Fall Festival VENDORS | 10x10 Booth (No Electricity) | 10x10 Booth (WITH Electricity*) | Food Vendor (30x20 with Electricity) |
| Reserve by Oct. 4 | \$30 | \$50 | \$75 |
| Chamber Member | 10x10 Booth (No Electricity) | 10x10 Booth (WITH Electricity*) | |
| Reserve by Aug. 1 | FREE | \$10 | |

IMPORTANT

***Please note that booths with electricity will be issued at the discretion of the Chamber. Priority will be given to those who require power in order to demonstrate their products or to keep food. We encourage all vendors to utilize mobile chargers for their payment apps. or other non-essential power uses. Electrical cords are to be provided by the Vendor and must meet Chamber approval. Properly rated, outdoor extension cords are required.**

Telephone or Email the Chamber of Commerce on or before August 1, at hartvilleareacc@gmail.com or 417-741-1244 if you have specific concerns about placement.

VII. Hold Harmless

By signing the attached application, the vendor agrees to indemnify and hold harmless the Hartville Area Chamber of Commerce, the Fall Festival Event Committee, the City of Hartville, Wright County as well as the Organizers and any volunteers for and against any and all damages, losses, suits, liability and/or causes or action resulting from property damage, and/or from personal injury, including death, arising out of or in any way connected with the willful misconduct by the festival of volunteers and the vendor covenants not to sue or take action against the Fall Festival or its organizers, or the Hartville Area Chamber of Commerce and volunteers. The vendor further permits the Hartville Area Chamber of Commerce and the Fall Festival Committee to use photographs of the vendor/his or her booth for the any related publicity.

Approval to participate in the Hartville 2019 Fall Festival could be revoked if a vendor fails to comply with this agreement.

VIII. Cancellation / Refund

You may cancel your vendor participation before October 5, 2019. Any cancellation must be received in writing before that date. Email is acceptable. No refunds will be made after October 5, 2019 or for non-attendance at event. In the event of inclement weather on the day of the festival, it may be cancelled and will not be rescheduled. Refunds may be given at the Chamber's discretion, depending on the time of cancellation.



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**HARTVILLE 2019 FALL FESTIVAL
VENDOR AGREEMENT (Attachment I)**

This agreement **must** be signed by the prospective vendor. **No prospective vendor will be permitted to set up a booth or conduct sales unless a signed Agreement is on files with the Hartville Area Chamber of Commerce.** No Exceptions. The signed agreement will be retained on file.

I, the undersigned vendor, acknowledge that I have read and I understand the Hartville 2019 Fall Festival Guidelines and Vendor Agreement; and I agree to abide by its terms. I understand that my non-compliance could result in me being denied participation in the Fall Festival, and/or Chamber events for the remainder of the season, or future seasons.

HOLD HARMLESS CLAUSE: By my signature below, I, the vendor, agree to indemnify and hold harmless the Hartville Area Chamber of Commerce and its members, as well as the Fall Festival organizers and volunteers for and against any and all damages, losses, suits, liability and/or causes of action resulting from property damage, and/or from personal injury, including death, arising out of or in any way connected with my participation in the Hartville 2019 Fall Festival, except to the extent that such damage is caused by willful misconduct by the Festival or its personnel, take action against the Festival or its members, of the Festival organizers and Festival volunteers.

I, the vendor, do permit the Hartville Area Chamber of Commerce to use photographs of me and/or my Festival space for such purposes as deemed appropriate by the Chamber.

Signature: _____ Date: _____

Printed name: _____

Primary Telephone Number: _____ Email: _____

Mailing Address: _____ - _____

Items offered for sale: Produce Eggs Meat Plants/flowers Other _____

Do you have a farm / business Facebook page or website? If so, please list so we can publicize your page.

Will 100% of items sold be grown / produced / created in Hartville or the local area? Yes No

Crafters must identify items to be sold, and briefly describe the crafting process (use backside of sheet if necessary).

Reserved space type: _____

Amount Included: \$ _____

**Mail to: P.O. Box 307, Hartville, MO 65667
Make checks payable to: Hartville Area Chamber of Commerce**