



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

hartvilleareacc@gmail.com  
www.hartvilleareacc.com

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Welcome Vendors!

The Hartville Area Chamber of Commerce looks forward to the upcoming Civil War Reenactment and Heritage Festival. We will be accepting applications for artisan and food vendors. As a vendor, you play an important part in the experience of the entire festival. For that, we would like to express our appreciation for all that you do to help make the festival a successful and fun place to be. 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.

As this is a new location for the event, a map of vendor spaces has not yet been finalized. All spots will be assigned by the Chamber and are available on a first come, first serve basis by registering with these documents. Please specify on the application if you require special accommodations.

Due to the park location and the nature of the event itself, there will be no electricity offered.

We are excited about the coming event, and look forward to working with each of you!

In Good Business,

Hartville Area Chamber of Commerce



## Hartville's 2020 Civil War Reenactment & Heritage Festival Guidelines & Vendor Agreement

### I. Introduction

Currently, the Hartville **2020 Civil War Reenactment & Heritage Festival** will run on the following dates:

Hartville City Park at Casador Lake

**Thursday** April 23

Camp set-up

**Friday** April 24

Student Day

**Saturday** April 25

Full Event Day

**Sunday** April 26

½ Event Day – Afternoon Clean-up

### II. General

1. The Hartville Area Chamber of Commerce reserves the right to cancel the Event, 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 and submit it to the Chamber of Commerce, by before setting up. Spaces will be sold on a 1<sup>st</sup> come- 1<sup>st</sup> 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 Heritage 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, and what can they sell?

The Hartville 2020 Civil War Reenactment & Heritage Festival is seeking vendors with handmade crafts, unique art, civil war era inspired wares, locally grown produce, baked goods, fresh foods or those who are willing to demonstrate craft and maker techniques.

We will not be permitting resale items, MLM booths or any other vendor that may detract from the theme of the event. We hope that you understand and will join us for other events throughout the year, including and especially Fall Festival!

### IV. Spaces and Fees

The Hartville 2020 Civil War Reenactment & Heritage 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.

**Booth 10x10 - \$30**

**Double-Booth 10x20 - \$50**

**Tent 20x20 – 20x30 - \$75**

#### **IMPORTANT**

**\*There is no electricity offered at this event.**

**Prices include Friday – Saturday. No discount or refund for days not set up. Friday is a Student Day and many vendors may choose not to open until Saturday.**

**Tents, canopies, tables and chairs are not provided. Please plan to bring what you will need including wagon/cart, display necessities, weather protection and change.**

Email the Chamber of Commerce on or before April 20, at [hartvilleareacc@gmail.com](mailto:hartvilleareacc@gmail.com) if you have specific concerns about placement.

### V. Hold Harmless

By signing the attached application, the vendor agrees to indemnify and hold harmless the Hartville Area Chamber of Commerce, the 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 Event or its organizers, or the Hartville Area Chamber of Commerce and volunteers. The vendor further permits the Hartville Area Chamber of Commerce and the Event Committee to use photographs of the vendor/his or her booth for the any related publicity.

Approval to participate in the Hartville **2020 Civil War Reenactment & Heritage Festival** could be revoked if a vendor fails to comply with this agreement.

### VI. Cancellation / Refund

You may cancel your vendor participation before April 20, 2020. Any cancellation must be received in writing before that date. Email is acceptable. No refunds will be made after April 20, 2020 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's 2020 Civil War Reenactment & Heritage 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 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 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 Event 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 **2020 Civil War Reenactment & Heritage 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.

Printed Name & Business Name: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ - \_\_\_\_\_

Items offered for sale:

Food/ Produce: \_\_\_\_\_ Plants/flowers: \_\_\_\_\_ Handmade Craft: \_\_\_\_\_ Artist: \_\_\_\_\_

Demonstrator: \_\_\_\_\_

Other \_\_\_\_\_

\*Please note that The Chamber of Commerce reserves the right to refuse any vendor for any reason.

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

\_\_\_\_\_

Reserved space type:

Booth 10x10 - \$30 \_\_\_\_\_ Other: Specify \_\_\_\_\_

Double-Booth 10x20 - \$50 \_\_\_\_\_ I require special accommodations: \_\_\_\_\_

Tent 20x20 - 20x30 - \$75 \_\_\_\_\_

Amount Included: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail to: P.O. Box 307, Hartville, MO 65667**

**Make checks payable to: Hartville Area Chamber of Commerce**