



P.O. Box 307

Hartville, MO 65667

Phone: 417-464-6292

Website: [www.hartvilleareacc.com](http://www.hartvilleareacc.com)

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## FALL FESTIVAL PARTICIPATION AGREEMENT

The Hartville Area Chamber of Commerce would like to take this opportunity to invite you to our 42<sup>nd</sup> annual Fall Festival. This year's event will take place on Saturday, October 10, 2020. If you wish to participate and would like to have a booth reserved, we are now accepting reservations. Enclosed you will find our Booth Reservation Form which you need to complete and return, along with this letter, to us as soon as possible along with your payment for the space(s) requested. The reservation form should be completed in its entirety. We must receive the form no later than October 2, 2020. The sooner we receive your completed form and payment, the better your chances of obtaining the space(s) you desire. Also, please note we will be limiting vendor types one per kind and/or at the Chambers discretion. Again, booths rentals will be honored on a first come, first serve basis so please get your application in quickly.

If you are a **food vendor**, you will need to contact Jeff Ward at the Wright County Health Dept @ 417-741-7791 for a packet and application for a Temporary Food Permit in addition to completing and returning the booth reservation form. For the benefit of everyone that will be selling food items, we will be limiting the number of booths available to food vendors. This limitation does not include groups or organizations selling homemade baked goods.

On the morning of the Festival, booth set-up will be from 6:30am-9:00am. For those vendors who wish to do so, we do offer the option of setting up the night before from 4:30pm to 8:00pm. If you opt to set up the night before in the time allotted, we ask that you arrive as early as possible on the day of the Festival. Upon arrival, each vendor will be given a packet of information from the Springfield Tax Assistance Center/Missouri Dept. of Revenue, and it will include a Special Events Sales Tax Report along with a copy of the most recent Sales Tax Rate Chart. It's the Chamber's responsibility to provide each vendor with this information, but it's the vendor's responsibility to collect sales tax and submit the Special Events Sales Tax Report within 10 days after the Festival to the appropriate office. If you have any questions regarding this matter, please contact Syrena at 417-464-6292. We ask that no alcoholic beverages be present or consumed at any time in or around the Festival, and we also request that you respect the vendors located next to your booth. Booth removal and clean up will begin at 5:00pm. Each vendor will be responsible for cleaning their own space. Trash dumpsters will be provided.

In the event of rain on the scheduled day of the event, the Festival may be cancelled and will not be rescheduled. In the event the Festival is cancelled due to rain, an announcement will be placed on KTTS Radio 94.7 the morning of the Festival. Refunds may be given at the Chamber's discretion, depending on the time of cancellation.

Thank you for your participation in Hartville's 42<sup>nd</sup> Annual Fall Festival. If you do not receive a letter or a phone call from the Chamber, please consider your entry accepted. If you have questions regarding your booth space, please email [hartvilleareacc@gmail.com](mailto:hartvilleareacc@gmail.com) and someone will get back with you. If you would like more information on the festival itself, including entertainment schedules, or a listing of activities and events, please monitor our webpage at [hartvilleareacc.com](http://hartvilleareacc.com) or the Hartville Area Chamber of Commerce's facebook page for more details. We look forward to seeing you on October 10<sup>th</sup>!

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\*\*\*\*Please sign below acknowledging that you have read and agree to this letter.\*\*\*\*

X \_\_\_\_\_

\_\_\_\_\_ DATE



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## BOOTH REGISTRATION FORM

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL AND/OR WEBSITE:** \_\_\_\_\_

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### TYPE OF BOOTH: (Booths are Approx. 10' X 10' - See map for reference)

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\_\_\_\_\_ Informational Booth w/out Electricity \$25  
(Locations P 1-8)

\_\_\_\_\_ Booth w/ Electricity \$30  
(Locations P 9-15)

\_\_\_\_\_ Booth w/out Electricity \$25  
(Locations N 1-19)

\_\_\_\_\_ Booth w/ Electricity \$30  
(Locations S 1-9)

\_\_\_\_\_ Booth w/out Electricity \$30  
(Locations E 1-19)

\_\_\_\_\_ Booth w/ Electricity \$35  
(Locations H 1-20)

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LIMITED SPACE IS AVAILABLE – PLEASE RESPOND IMMEDIATELY. ELECTRICAL CORDS, OUTLETS, ECT. MUST MEET COMMITTEE APPROVAL.

\_\_\_\_\_ 220 V                      \_\_\_\_\_ 110 V                      \_\_\_\_\_ # of outlets needed

**\*\*MAXIMUM OF 3 OUTLETS PER BOOTH\*\***

(You will need to furnish your own committee approved extension cords – 50 to 100 Feet)

### TYPE OF DISPLAY

\_\_\_\_\_ Racks and/or Tables

\_\_\_\_\_ Van or Pickup (\_\_\_\_\_ Size)

\_\_\_\_\_ Trailer (\_\_\_\_\_ Size)

\_\_\_\_\_ Other – Please Explain Below

**\*\*\*\*\*ITEMS NEED TO BE SPECIFIC\*\*\*\*\***

Type of Art or

Craft: \_\_\_\_\_

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