



# 8<sup>th</sup> Annual Springtime On Broadway Vendor Information

Friday, April 8<sup>th</sup> & Saturday, April 9<sup>th</sup>, 2016

Friday: 2 – 10 p.m. • Saturday: 10 a.m. – 10 p.m.

Downtown Webb City, Missouri

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## INSTRUCTIONS

**Please read the following instructions prior to completing the attached application.**

The City of Webb City is proud to host the 8<sup>th</sup> Annual Springtime On Broadway downtown festival on Friday, April 8 & Saturday, April 9, 2016. A completed Springtime On Broadway Vendor Application must be submitted by any company/vendor that would like to be considered for this event. The primary function of this application is to ensure the reservation of exhibitors and food vendors for the Springtime On Broadway festival. Applicants must follow the basic guidelines in order to be accepted as a 8<sup>th</sup> Annual Springtime On Broadway vendor.

Prior to completing the application, please review the attached 2016 Springtime On Broadway Vendor Agreement for a full understanding of what is to be expected of our 2016 vendors. Each vendor will be required to sign a vendor agreement.

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## **Terms and Payment Information**

### **Application Review Process**

The Application Review Process begins when your completed application with ALL of the required information and payment is received. Upon receipt of your application and booth fee, a festival staff member will review and approve your request for booth space. A completed application with ALL required information and fees must be received in order for your booth space to be reserved. Since booth space is limited, vendor applications will be accepted on a first come, first served basis. Failure to provide the requested information and fees could result in vendors not being able to participate in the festival.

### **Fees**

There are no fees directly associated with submitting an application. However, Vendor Booth fees MUST accompany your vendor application in order for a booth space to be reserved for you. Please see your attached 8<sup>th</sup> Annual Springtime On Broadway Vendor Application for booth fee information.

### **Other terms and conditions**

Vendor is required to sign and submit a Springtime On Broadway Vendor agreement with application. Applications, Agreements and Booth Fees must be received in order to reserve booth space in the 8<sup>th</sup> Annual Springtime On Broadway event. No refunds will be provided after March 8<sup>th</sup>, 2016. Vendors are responsible for their own table, backdrops and other materials needed to make an attractive booth display. All booths must remain neat and maintained throughout the duration of the 2016 Springtime On Broadway festival. Refunds will not be granted for any reason, including due to inclement weather, after March 8<sup>th</sup>, 2016. Vendors shall be liable for delivery, handling, set up and removal of their own displays and materials. The Springtime On Broadway Festival Staff & Volunteers are not responsible for any items left on the festival grounds past 11 p.m. on Saturday, April 9<sup>th</sup>, 2016. Food vendors must contact festival staff for approval prior to sending completed application.

### **Additional festival information**

The festival grounds will be supervised by the Webb City Police Department during the entirety of the event. Vendors may leave merchandise and property on the festival grounds after hours. Officers will be on-site, patrolling the area during and after festival hours beginning on Thursday, April 7<sup>th</sup> at 7 p.m. through 11 p.m. on Saturday, April 9<sup>th</sup>.

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Should you require assistance or have any questions, please contact the Route 66 Welcome Center at 417.673.1154 or [eturner@webbcity.org](mailto:eturner@webbcity.org)

**Now accepting credit & debit card payments!**

# 8<sup>th</sup> Annual Springtime on Broadway 2016 Exhibitor/Vendor Application

April 8-9<sup>th</sup>, 2016 • Webb City, MO • Friday: 2 - 10 p.m. • Saturday: 10 a.m. - 10 p.m.

**Set up:** Thursday, April 7<sup>th</sup> from 4 - 7 p.m. and Friday, April 8<sup>th</sup> from 7 a.m. to 1:30 p.m. • **Tear down:** Saturday, April 9<sup>th</sup> after 9 p.m.

Exhibitor/Crafter:	10' x 10' covered booth space, \$100.00 (+ \$10.00 for electric)
Non-food outdoor vendor:	10' x 10' booth space (no tent provided), \$75.00 (+ \$10.00 for electric)
Food Vendor:	10' x 10' booth space, \$100.00 (+\$20.00 for electric)

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address (if different from above): \_\_\_\_\_

Primary Contact Name & Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_ **Accepts texts:** Yes or No *(please circle one)*

Email Address: \_\_\_\_\_

Secondary Contact Name & Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_ **Accepts texts:** Yes or No *(please circle one)*

Email Address: \_\_\_\_\_

Business Website (if applicable): \_\_\_\_\_

*\*Festival staff will use email as the primary source of contact unless otherwise specified. I wish to be contacted primarily by \_\_\_\_\_.*

In order to participate, Vendor will be required to commit to participating in the 8<sup>th</sup> Annual Springtime On Broadway from Friday, April 8<sup>th</sup> at 1:30 p.m. to Saturday, April 9<sup>th</sup> at 9:00 p.m. unless otherwise agreed to in writing by Festival Staff.

### Set-up

Festival staff will determine booth space designations, inside the vendor tent or throughout festival grounds on a first come first served basis. Booth spaces inside the tent are 10' x 10', vendors may request the use of more than one booth space for an additional booth fee. Vendors needing more than one booth space will only be charged one utility fee. Vendor is expected to leave their area in the same condition it was when they arrived on-site and are not permitted to make any structural modifications to the city-provided tent and festival grounds.

Vendors are required to have their booth spaces completely set-up and ready for inspection no later than 1:30 p.m. on Friday, April 8<sup>th</sup> at which time Festival Staff will perform a final walk through. Spaces not set up by 1:30 p.m. on Friday, April 8<sup>th</sup> will result in forfeiture of booth space and all fees. No refund will be granted. Vendors must be open to customers no later than 2:00 p.m. on Friday, April 8<sup>th</sup> and 10 a.m. on Saturday, April 9<sup>th</sup>, closing no earlier than 9 p.m. each night of the festival.

**Make checks payable to:** City of Webb City, MO

**Mail payments to:** Route 66 Welcome Center, Attn: Springtime On Broadway  
P.O. Box 287, Webb City, MO 64870-0287

## BUSINESS INFORMATION

This section is intended to provide Festival Staff with basic information regarding your booth/trailer and products. The size of your booth/trailer may identify the best location for your set-up. Information you provide in this section might be used for promotional purposes including but not limited to print, electronic and Internet formats.

### Booth space requested *(check only one):*

- Exhibitor/Crafter: 10' x 10' covered booth space, \$100.00 (+ \$10.00 for electric)
- Non-food outdoor vendor: 10' x 10' booth space (Vendor must provide tent), \$75.00 (+ \$10.00 for electric)  
*\*(This booth space is for vendors such as: Chainsaw carving, airbrush tattoos, etc)*
- Outdoor Food Vendor: 10' x 10' booth space, \$100.00 (+\$20.00 for electric)

### Type of Vendor *(check only one):*

- Food/Beverages\*\*\*     Arts & Crafts     Novelty     Other: \_\_\_\_\_

# of booth spaces requested: \_\_\_\_\_

Trailer Dimensions *(if applicable)*: \_\_\_\_\_

Type of product/service: \_\_\_\_\_

\*\*\*Please list items for sale with corresponding prices *(if applicable, attach menu or catalog)*

*Returning vendors may leave this portion of the application blank unless products have changed or been added.* \_\_\_\_\_

**Note: Please be sure to provide photos of products for sale along with a photo of your booth/trailer set-up if you are a first time vendor at Springtime On Broadway.**

\*Vendors who provide a craft/service that is loud, odorous and should not be placed in the crafter tent, need to choose the Non-food Outdoor Vendor option on this application. These vendors are responsible for their own tents/portable structures.

\*\*\*Vendors will **not** be expected to purchase a City of Webb City business license to participate in the 8<sup>th</sup> Annual Springtime On Broadway event, however vendors will be required to collect and remit sales tax at the rate of 7.700 percent on each taxable sale. Vendors will receive sales tax obligation information and forms in their Vendor packet upon check-in at the event.

\*\*\*Food Vendors will not be placed in the Exhibitor/Crafter tent. Food Vendors are required to provide food trailers, tents or other approved food distribution facilities. As a Food Vendor, the Festival Staff will require a copy of your health inspection permit. Copies must be received no later than 1 p.m. on Monday, April 8<sup>th</sup>, 2016. Permits must be valid, at a minimum, from April 1, 2016 to April 30, 2016. Please visit the Jasper County Health Department Environmental Services website at [health.jaspercounty.org/environmental/foodservice/temp\\_food\\_events\\_guidelines.htm](http://health.jaspercounty.org/environmental/foodservice/temp_food_events_guidelines.htm) for more specific information in this matter.

## UTILITY REQUIREMENTS

This section is used to determine if the City of Webb City can accommodate your utility requirements and, if so, where you will be set up during the event. Please fill out the following section as accurately as possible; inaccuracies may cause set-up delays on the day of the event and may cause your booth/trailer to be shut down. **Vendors are responsible for bringing their own heavy-duty extension cords** (UL-approved for outdoor use) and must bring any necessary materials to tape down all exposed cords within their booth space (i.e. duck tape, gaffers tape, etc.) Festival staff WILL NOT be responsible for cords if vendors cords are not long enough to reach approved outlets. The city-provided tent will be lighted, but festival staff WILL NOT provide lighting for individual booth spaces. Vendors needing lighting for their individual booth space must provide their own lighting and purchase electricity. Any and all electrical equipment, including generators, will be inspected by Festival Staff prior to opening of the event. Vendors **MAY NOT** plug cords into the city's lampposts along Main Street unless otherwise approved by Festival Staff. All cords must be plugged into designated outlets! Vendors will be asked to disconnect and reconnect into appropriate outlets if they are found in violation of this request.

- I will bring my own silent generator and will not require the use of the city's power.
- I will require the use of the city's power and understand that there is an additional cost associated with the use of the city's electricity.

Please list your EXACT electrical requirements. This is written in either watts or amps on each appliance. It is your responsibility to BE ACCURATE. Inaccuracies may cause set-up delays and may cause your booth/trailer to be shut down. (120 or 240 volt / single phase • maximum 50 amps per unit)

\_\_\_\_\_ Watts                      \_\_\_\_\_ Amps                      \_\_\_\_\_ Volts

**Please describe what equipment will be powered:**

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## REFERENCES

If you have never participated in a previous Springtime On Broadway festival, please list other vendors/organizations or people who are knowledgeable about your selling and/or other vendor activities:

Contact Name	Phone Number	Email Address	Relationship
_____	(    )	_____	_____
_____	(    )	_____	_____

## INDEMNIFICATION REQUIREMENTS

Vendor agrees that except as to sole negligence or willful misconduct of the City of Webb City, Vendor shall defend, indemnify, and hold the City, the Webb City Area Chamber of Commerce, the Old Urban Downtown Committee, and their officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorney's fees which arise out of or is in any way connected with the Vendor's temporary booth/trailer during the specified special event, notwithstanding that the City may have benefited from Vendor's temporary booth/trailer. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent misconduct, whether active or passive, on the part of the Vendor, Vendor's employees, subcontractors or agents.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Signature

If paying by credit or debit card for payment, please check which one:


 
 
 
 AMOUNT PAID \$ \_\_\_\_\_

CARD NUMBER	EXP. DATE
SIGNATURE	CSC code

**FOR INTERNAL USE ONLY**

Date/Time Application Received: \_\_\_\_\_

Payment received: \_\_\_\_\_ (Initial)

Amt .Received: \$ \_\_\_\_\_

Type of payment:  
Check # \_\_\_\_\_, Cash \_\_\_\_\_, C.C. \_\_\_\_\_

Indemnification signed & dated