



October 3-4

Sponsored by
Harrisonville Area Chamber of Commerce
and the City of Harrisonville

2819 Cantrell Rd. Harrisonville, MO 64701
816.380.5271 Website: www.harrisonvillechamber.com

BUSINESS EXPO VENDOR REGISTRATION

WELCOME!

*We are pleased that you plan to join us for the 5th Annual Burnt District Festival!
We are again looking forward to a great festival on the Historic Harrisonville Square.*

The following information will help us accommodate your needs. Please fill out the second page of this form completely. Please register early, space availability is based on a first come, first served basis. If you have questions, please call us at the Chamber at 816-380-5271 or email: info@harrisonvillechamber.com

Send this form to:

Harrisonville Chamber of Commerce, 2819 Cantrell Rd., Harrisonville, MO 64701.

CHECK-IN & SET UP

Business Expo Vendors will be located around the Courthouse Square. Please check-in at the Information Booth; located on the southwest corner of the Square. Set up may take place anytime after 8 a.m. on Friday, October 3rd, but no later than 3 p.m. The street must be cleared 1 hour prior to the festival opening. **NO early tear down.** Tear down can begin at 8pm, Saturday, but **vehicles will not be allowed on the square until 9pm.** Safety of all guest, is our primary concern. Vehicles are only allowed on the Square during the set up and tear down process. Business Expo participants will be assigned a 10'x10' space around the square. Exhibitors must furnish their own 10'x10' pop up style tent with appropriate weights. Please be prepared in case of high winds. No stakes are allowed to be used for anchors.

GUIDELINES

All materials displayed in and distributed from your booth must be of professional quality. Display items must be within the area of your booth. No selling of food. No literature may be passed out from any area other than your designated booth. This includes leaving materials on vehicles. Space may not be sublet and must have an attendant at all times. A table may be rented for an additional fee. The Burnt District Festival Committee is not responsible for any items that might be left set up and unsupervised for the duration of the festival, even though security is hired for overnight, we reserve the right to remove any vendor for any violation of the festival regulations. We encourage promotion from you for the event to help ensure success for everyone.

HOURS & EVENT INFORMATION

Hours of vendor operation will be:

- | | | |
|---------------------------|----------------|----------------------------------|
| • Friday, 5:00pm- 8:00pm | 8:00pm-12:00am | Live Band in Entertainment Venue |
| • Saturday, 9:00am-8:00pm | 8:00pm-12:00am | Live Band in Entertainment Venue |

Other activities included: Carnival, Business Expo, Food Vendors, Art & Craft Vendors, Children's Activities and Historical information provided by the Cass County Historical Society, A variety of Entertainment will be ongoing Saturday on the north side of the Square all day and Bands in the Entertainment Venue both Friday and Saturday. There will also be a Parade Saturday at 11:00 a.m.

Business Expo Contract

PLEASE RETURN COMPLETED CONTRACT BY: SEPTEMBER 16, 2014

Mail to: Harrisonville Chamber of Commerce
2819 Cantrell Rd. Harrisonville, MO 64701
Email: info@harrisonvillechamber.com

CONTACT INFORMATION

Company/Booth Name *(please print)*: _____

Contact Person: _____

Address: _____

Telephone: Day _____ Evening: _____ Cell: _____

E-mail: _____ Web site: _____

Short description of Product: _____

REGISTRATION

Booth Size & Fee: 10' x 10' Space - Chamber Members: \$125.00 Non Members: \$175.00

Electricity Fee: \$25.00

There is only a limited amount of electrical booths available

Check here if you need electricity: \$25.00 Fee – You are limited to 20 amps

*If you require electricity you will be responsible for your own 50' Construction grade extension cord.

Check here if you need to rent a table for \$10.00

PAYMENT

For booth space/electricity/table rental chosen, please include a check or money order payable to:

Harrisonville Chamber of Commerce

You may also pay online at: www.harrisonvillechamber.com

Contact the Chamber office if you have any questions at 816.380.5271 or to pay over the phone.

Booth space fee is non-refundable

BUSINESS EXPO AGREEMENT

I, _____, state that the above information is correct to the best of my knowledge. I agree to pay the designated rental fee at the time of booth rental. I will abide by the set-up and clean-up restrictions. I agree that I am solely responsible for any items left unattended for the duration of the Festival. I agree to bear all risk and expense for any loss, theft or damage to my booth and its contents, and to bear the risk of injury to myself and those working with me. I will abide by all Festival regulations. I agree to abide by all applicable local, state and federal laws regarding sale of my goods.

Signature: _____

Date: _____