

**FALL INTO CARTHAGE**  
**ARTS & CRAFTS VENDOR APPLICATION**



**55TH ANNUAL MAPLE LEAF FESTIVAL**

Presented by Carthage Chamber of Commerce  
402 S. Garrison Ave., Carthage, MO 64836

*Annually the 3rd weekend in October*



**Vendor Information:**

Your name: \_\_\_\_\_  
Company Name (If applicable) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email **\*\*REQUIRED form of communication\*\*** \_\_\_\_\_  
FaceBook page to share items: \_\_\_\_\_ Returning Vendor? YES \_\_\_ NO \_\_\_  
Description of  
Crafts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*Please attach up to five photos of your crafts. Photos will not be returned\*\*\***

*Please Circle One*

Single Booth (10' x 10') \$75.00      Double Booth (20'x10') \$165.00      Triple Booth (30'x10') \$225.00

Non-Refundable Jury & Application Fee (\$25 per application): \$25.00

Total Amount Due: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Application packets can be submitted by email, fax, or in person. Fees may be charged to your credit or debit card by calling 417-358-2373. Please make checks payable to **Maple Leaf Festival** with "Art/Craft Vendor" in the memo line. Each booth will rent for the above listed price if completed application packet is received by August 31. **For packets received after August 31, there will be a \$10 late fee.** A refund for booth space will be given until September 17. **NO refunds will be given after September 17.** All applications must be approved by the Carthage Chamber of Commerce and Maple Leaf Festival Committee. If your application is chosen for the show, you will receive a contract and vendor packet.

I have received, read, understand, and accept ALL guidelines and regulations of the 2021 Maple Leaf Festival. I understand that submission of this application **does not** guarantee my admission to the festival as a vendor and that I will be notified if I have been selected. The Maple Leaf Festival is sponsored by the Carthage Chamber of Commerce. The Carthage Chamber of Commerce is not responsible for accidents or theft. If you have any questions, please call the Chamber at 417-358-2373.

**Please Remit Applications to:**

402 S. Garrison Ave., Carthage, MO 64836 • [scurrence@carthagechamber.com](mailto:scurrence@carthagechamber.com)  
fax: 417-358-7479

# 2021 MAPLE LEAF FESTIVAL

## ART & CRAFT SHOW GUIDELINES & REGULATIONS

1. Any art or craft vendor seeking a booth at this event must submit the included application together with all the items listed below. Booth space will NOT be reserved for any vendor until all items are received.
  - a. Booth Rental Fee & Jury/Application Fee
  - b. Signed "Maple Leaf Accident Waiver and Release of Liability Form".
  - c. Any item type may be excluded or rejected from the festival at any time, without question. Day-of addition of items not previously approved may exclude you from future participation. Photographs may be emailed. Print photos will not be returned.
2. Booth space is **NOT** guaranteed for returning vendors. **ALL** registrations will be accepted on a first-come, first-served basis and spaces reserved accordingly. All art/craft vendors must participate in the jury process to be considered for a booth space at this festival. The Maple Leaf Festival Committee will appoint the jury committee and any decision of the jury is final. IF accepted, returning vendors will be given preference in booth placement only until July 1. Refund for booth space will be given until September 17. **No refunds will be given after September 17.**
3. The Festival will be held unless inclement weather forces the cancellation due to safety concerns. There is no alternative location and no refunds will be issued. Be prepared to spend the day outdoors.
4. All art/craft items must be hand-made by the booth vendor. Pre-made, store bought, resale, or market items may not be sold or displayed by an arts & crafts vendor unless significant ornamentation, hand-made by the booth vendor, is added.
  - a. **Screen- or vinyl-printed items may not be sold at this event as there is an official Maple Leaf Festival merchandise vendor.** Iron-on appliques or transfers may only be accepted if hand applied and used as a base for significant ornamentation by the crafter.
  - b. Floral arrangements to be sold in this festival must be designed and assembled by hand by the booth vendor. Pre made bushes or arrangements will not be accepted at this festival.
5. Vendors are asked **NOT** to place **ANY** items on the courthouse lawn and **NOT** to have any activity that could damage, stain, or otherwise permanently impact the lawn, retaining wall, sidewalks, fixtures, or streets. **Everything must be disposed of properly** and may **NOT** be dumped on grass or street or into street drains or trash cans. Dumpsters are located near each corner of the square for such disposal. **Vendors are responsible for their own clean-up and trash bagging.** If damage or excess clean-up is required at the end of the event, the vendor could be charged and/or disqualified from future festival participation.
6. **ALL** vendors should plan to have their booth open and staffed from 8 a.m. until 4 p.m. All vehicles must be out of the vendor areas and moved to available parking areas **no later than 7 a.m.** to allow parade line-up to begin. Vehicles will NOT be allowed back into the vendor area prior to 4 p.m. **YOU MUST HAVE YOUR VENDOR PASS.** Vehicles not parked in available public parking will be subject to towing by Carthage Police. Early tear-down may exclude you from future participation.
7. Any person or company that is selling goods to a final consumer is required to collect and remit Missouri sales tax. It is **YOUR** responsibility to ensure that you are collecting the correct tax rate. A Missouri Special Events Application (Form 2643S) must be completed and submitted to the Missouri Department of Revenue. For more info, call 573-751-5860.
8. Vendors who have not sold at any event in Carthage and/or Jasper County in the last 12 months are not required to obtain City of Carthage or Jasper County business licenses. Those fees are included in your Festival vendor fees.
9. Vendors are encouraged to use a tent or canopy for this show, as organizers take no responsibility for weather. All tents must be free standing, must fit within your booth space, and may not use ground poles. Weights are strongly recommended. Booths may have light poles or other permanent structures nearby. We **cannot and will not** rearrange booth assignments because your tent does not fit into your space. Trailers are **not** permitted in the art/craft area.
10. Electricity and water are **NOT** available for art/craft vendors. Small generators which are quiet and emit no noxious fumes are permitted, provided they do not interfere with any other booth or with pedestrian traffic. *Generators may not exceed 65 decibels.*
11. Credit card processing devices (for example, Square) are encouraged for diverse payment options.

***If you have any questions, please contact Sally at the Chamber of Commerce 417-358-2373 or by email at [scurrence@carthagechamber.com](mailto:scurrence@carthagechamber.com).***

# Maple Leaf Accident Waiver and Release of Liability Form

Festival dates: October 2021

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault. I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event. In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: Carthage Chamber of Commerce, Maple Leaf Committee, City of Carthage, County of Jasper, their directors, officers, employees, members, volunteers, representatives, and agents, the activity or event holders, activity or event sponsors, activity or event volunteers;

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise.

I acknowledge that the Carthage Chamber of Commerce, Maple Leaf Committee and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of the Carthage Chamber of Commerce.

I acknowledge that this activity or event may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity or event.

I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assigns. The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

**I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.**

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Signature

Print Full Name

Date