



FALL INTO CARTHAGE
CONCESSION/FOOD 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 Menu: Returning Vendor? YES NO

Please Circle One

Single Booth (10' x 10') \$175.00 Double Booth (20'x10') \$325.00 Triple Booth (30'x10') \$425.00

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

Total Amount Due: Set Up: Fri 6-8 p.m. Sat. 5-7 a.m.

Please Fill Out Accordingly

Tent/Canopy (Freestanding. NO ground stakes) OR Trailer/Truck (length must fit inside booth space: Serving Side:
Total Length (including displays/trailer tongue/doors/awnings):
Total Width (including trailer doors/awnings, tables, displays):
Voltage Amount Needed:
Amperage Amount Needed:
Water Hookup Needed:
Limited water is available & must be approved

The Carthage Rotary Club has reserved the right to be the sole vendor of bratwurst

Describe Your Menu/Products:

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 "Concession 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
fax: 417-358-7479

2021 MAPLE LEAF FESTIVAL

CONCESSION VENDOR GUIDELINES & REGULATIONS

1. Any concession vendor seeking a booth in this festival must submit the vendor application along with all of 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. Certificate of Liability Insurance, naming Carthage Chamber of Commerce as Additional Insured.
 - d. Full menu of items to be sold. Any menu item may be rejected, if that food category is already full or for any other reason. *The Carthage Rotary Club has reserved the right to be the sole vendor for bratwurst, so your menu **CANNOT** include brats.* Any menu item not listed on the application may be rejected at any time, without question. Day-of addition of items not previously approved may exclude you from future participation.
 - e. Photograph(s) of booth set-up. Photographs will be used to determine the acceptability of each vendor's booth; therefore, photos must be clear and recognizable. Photographs may be emailed. Print photos will not be returned.
2. Booth space is **NOT** guaranteed for returning vendors. In categories that limit the number of similar vendors allowed, **ALL** registrations will be accepted on a first-come, first-served basis and spaces reserved accordingly. IF accepted, returning vendors will be given preference in booth placement **only until July 1**. Refund for booth space will be given less a 10% cancellation fee and \$20 Administration fee 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. 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. Used oil, food scraps, cleaning solutions, and other substances **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. ***If extra clean-up is required due to left trash or mess, you are subject to a \$100.00 trash fee following the festival and/or exclusion from future participation.***
5. All vendors should plan to have their booth open and staffed from 8 a.m. until 5 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 5 p.m. Vehicles not parked in available public parking will be subject to towing by Carthage Police. *Early tear-down may exclude you from future participation.*
6. If you use a tent, it must be free standing and fit within your booth space and you may not use ground stakes. Weights are strongly recommended. Some booth spaces may have light poles or other permanent structures. We cannot and will not rearrange booth assignments because your tent doesn't fit into the designated space.
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. Concession vendors may setup either Friday, October 15th 6-8 p.m. or Saturday, October 16th 5-7 a.m. but must request their desired setup time in advance. Concession vendors will be inspected by the City of Carthage Public Works Department, Carthage Fire Department, and Jasper County Health Department during their requested setup time. Vendors already licensed with the City of Carthage will receive a quick assessment during setup. If you would like more information on receiving your inspection in advance, contact Public Works at 417-237-7010.
10. Limited access to electricity and water may be available for booths but must be noted on the application and is not guaranteed. If you would like to have your equipment tested in advance with the electrical boards that will be used during the show, contact CW&EP at 417-237-7300. Generators are not permitted.

If you have any questions, please contact Sally at the Carthage Chamber of Commerce at 417-358-2373 or by email at scurrence@carthagechamber.com.

Registrations will NOT be considered until we have received your completed, signed form, all required documentation, AND your payment in full.

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.

Signature

Print Full Name

Date