

2021 Arts & Craft Booth Application Form

Gladfest 42, Oct 1st and 2nd (Oct 3rd – Carnival only)



Business/Organization: _____

Name of Booth Holder: _____

Phone: Daytime _____ Cell: _____ Email: _____

Street Address _____ City _____ State _____ Zip _____

Vehicle Make: _____ License Plate Number: _____

Items to be sold or presented: Please be specific and list each product and/or service
ALL ITEMS MUST BE HAND-MADE!

Inside Traditional 10' (w) X 8' (d) Investment per Booth (\$100) _____

No tables provided for Inside Traditional booth

Need two chairs? YES or NO

Outside Street Kiosk 10' (w) x 15' (d) Investment per Booth (\$200) _____

Need Table for Outside Street Kiosk? YES NO

Electricity \$50 per Unit (15 amps = a unit - see info sheet for amps/unit definition) # of units needed _____

Total Enclosed (Booth Fee + Electricity fee) \$ _____ Cash _____ Check # _____

MASTERCARD VISA DISCOVER AM/EX

Credit Card # _____ Expiration Date _____ V-Code _____

Total to be charged: \$ _____ Signature _____ Date _____

To complete your application Please sign the 2021 Indemnity Agreement.

I AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF GLADSTONE, THE GLADSTONE AREA CHAMBER OF COMMERCE, ITS DIRECTORS AND AGENTS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF ACTIVITIES RELATING TO GLADFEST 42. I HAVE READ AND AGREE TOT THE TERMS OULINED ON THE BOOTH INFORMATION SHEET AND FURTHER ACKNOWLEDGE THAT ENTRY FEES AND ELECTRICAL CHARGES ARE NON-REFUNDABLE AND THAT ALL ITEMS MADE AVAILABLE AT GLADFEST 42 ARE AT THE SOLE DISCRETION OF THE CITY OF GLADSTONE AND THE GLADSTONE AREA CHAMBER OF COMMERCE.

SIGNED: _____ DATE: _____

**Please return the completed application including signed Indemnity form and full payment to:
Gladstone Area Chamber of Commerce, 7001 N. Oak Trfwy., Ste. 101, Gladstone, MO 64118**

Deadline is Friday, September 10th, 2021

Office Use Only

Date Rcvd: _____ Booth Amount: _____ CC processed: _____

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Gladfest 42

Oct 1st to Oct 3rd, 2021

Downtown Gladstone/Linden Square
Fri, Oct 1st 5:00 pm - 10:00 pm
Sat, Oct 2nd 10:00 am - 10:00 pm
(On Sunday, October 3rd - ONLY the Gladfest carnival will be open - No Vendor Booths)

2021 Arts & Crafts Booth Information

General Information: Arts & Crafts booths are exclusively for businesses or individuals whose items are **completely handmade** by the booth holder.

- Due to limited availability, booth space is available on a **FIRST PAID BASIS**.
- There is no limit on the number of Arts & Crafts booths selling like or similar items. However, we do our very best to separate like items when assigning booth placements.
- The application must provide in detail the items you are selling/advertising.
ALL items being sold, displayed, and promoted are subject to the approval of Gladfest organizers.
The following items **are not** acceptable: Silly String, pipe guns, rubber band guns, or other similar products and all products displayed/sold **MUST BE** family appropriate.
- Food is not allowed to be given out to the public unless it is a pre-packaged individual product
- Please complete the attached application and return it with full payment by September 10, 2021.
All payments are non-refundable.

Arts and Crafts Booth Specifics – 2 Choices:

Traditional Booth – 10' (w) x 8' (d) inside a large tent with other vendors

- Overhead lighting provided.
- No tables are provided, but two chairs can be requested on the application form
- Electricity is available for an additional fee. Details below.

Street Kiosk Booth – 10' (w) x 15' (d) outside on the street

- Exhibitors must provide their own tent and lighting
- 8 ft table and two chairs will be provided **only if needed** – mark **YES** on application
- Electricity is available for an additional fee. Details below.

Electricity (optional)

- Electricity is available at an additional cost, (please see application for amount) and is **non-refundable**. Vendors requesting electricity must provide a 100' extension cord to reach provided outlets.
- **15 AMPS = One Unit of Electricity**
One Unit includes 2 receptacles
If you require more than 15 AMPS, you must pay for an additional electric unit.
- To determine how many AMPS you need, look for the information plate or sticker on each piece of equipment you plan to use. If you divide the number of WATTS by the amount of voltage, you will know the number of AMPS used by that piece of equipment. This number must be 15 or fewer AMPS per unit (outlet).

Specifics for Set-Up on Friday, Oct 1st from 10am to 4pm

All roads leading into the Festival will be closed to thru traffic at noon on Friday, Oct 1st.

- **Before** unloading please CHECK IN with the Arts and Crafts Booth personnel.
- **ALL** vendors must be set-up and have their vehicles off the festival streets by 4pm on Friday afternoon. Vehicles left on festival streets after 4pm are subject to ticketing or towing.
- Any vendor arriving after 4pm must carry their product(s) to their Arts and Crafts booth. **No exceptions!**

During the Festival:

- Use of audiovisual equipment is permitted provided the content is family appropriate and the sound is not over a "conversational" level in order to be respectful of the surrounding vendor booths
- All Arts & Crafts booths must be manned during festival operating hours, and any booth found unmanned is subject to removal and may result in not being permitted booth space in the future.
- Security will be available on Friday and Saturday evenings. However, it is recommended that any items of value be removed from the festival grounds each evening.
- **Vendors are allowed access to their booth space by vehicle before and after daily festival hours ONLY.**

Specifics for Tear-Down:

Vendors may tear down on Saturday, Oct 2nd immediately following the 10:00pm closing, but **MUST** be complete by 11 pm!

OR

Vendors may return anytime between the hours of 10:00am and Noon on Sunday, October 3rd to tear-down.

NOTE: **NO** vendors will be allowed access to tear-down before 10:00 am due to street closures for the Scarecrow 5K Run/Walk

Other Important Information:

- Missouri State sales tax forms will be provided. Each vendor is responsible for filing their own report.
- Parking is available in surrounding streets and parking lots
- No open flames and/or smoking materials are allowed in any tent booths.
- **The use of electric space heaters is prohibited.**
- **ONLY** the Gladfest carnival will be open on Sunday, Oct 3rd. **NO vendor booths open on Sunday!**