

RAILROAD DAYS VENDOR APPLICATION FORM

June 13-16, 2018

This application is between the vendor list below and the Railroad Days Steering Committee.
You will be informed of your approval prior to **May 1st 2018**

VENDOR INFORMATION

Vendor Name _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Email Address _____

Arrival Date & Time _____

PRODUCT INFORMATION **Food***** **Product** **Service**

****Please note any vendor selling food items must apply for and receive a food permit from the Randolph County Health Department at least seven days before the festival starts.*

You may download the permit form at

*www.randolphcountyhealthdept.org under Environmental Health.***

Food vendors **MUST** list all food items to be sold for approval. If you do not list an item, you cannot sell it.

List of products to be sold

_____	_____
_____	_____
_____	_____
_____	_____

SPACE/ BOOTH: All spaces sold are 10 x 10. If additional space is needed additional spaces must be purchased. All booth spaces are for all four days of the festival. No booth shall be erected in a fashion that shall damage curb, trees, shrubbery or other public property where the booth is located. Vendors shall supply any tables, chairs, awning/covering necessary. All vendor spaces will be assigned by the Railroad Days committee. Applications will be accepted on a first come-first served basis with the committee having the right to approve or deny applications. *initial* SPACES NEEDED _____ X \$ _____

FEEs are as follows:

Randolph County Vendor **\$100** Out of County Vendor **\$150** Total Booth Fee \$ _____

ELECTRICAL REQUIREMENT: Electricity will be available based on amp usage for an additional fee. Please check the amperage needed and add the additional fee – This information **MUST BE ACCURATE!**

___ 15 amp 100 volt **\$100** ___ 20 amp 110volt **\$150** **PERSONAL GENERATORS ARE NOT PERMITTED**

Water and 220-volt limited availability and price varies. Call 660-263-6070 for information

Total Electric Charge \$ _____

SET UP AND TEAR DOWN: Fun Time Shows Carnival will open Wednesday evening at 5 p.m. Vendors may set up their booths any time after 1 p.m. on Wednesday June 13th. The festival officially ends Saturday evening with the carnival closing at midnight. Vendor trailers must be in place before 4pm June 13th and cannot move until after 11:30p Saturday.

No vehicles will be allowed in and out of event area 4p to 10p Wed and Thu. and 9a to 11pm Saturday. It is suggested that **Vendors tear down booths on Sunday morning after the event is over. All items must be removed from the booth space assigned to you. No vehicles of any kind will be allowed to enter the area until after the carnival closes.** _____ *initial*

HOURS OF OPERATION: Advertised hours of operation are Wednesday 5 p.m. until 10 p.m.; Thursday 5 p.m. until 10 p.m.; Friday 5 p.m. until 10 p.m.; Saturday 10 a.m. until 10 p.m. _____ *initial*

LITTER: All vendors are responsible for keeping their own areas free of litter. All vendors must collapse any boxes before throwing them away. Small Trash cans are not for vendor use. 3 Dumpster are on site for vendor trash. These are located south end of Sturgeon St.

All vendors must take everything with them when they leave Sunday. _____ *initial*

INDEMNITY: Vendor covenants that it will protect, defend, hold harmless and indemnify the Moberly Area Chamber of Commerce, The Moberly Rotary Club and the City of Moberly, their directors, officers, agents, and employees from and against any and all expenses, claims, actions, liabilities, attorney’s fees, damages and losses of any kind whatsoever, actually or allegedly, resulting from or connected with the operation of said booth. Chamber shall not be liable for any loss or damage to any merchandise or personal property in or about the booth, regardless of the cause of such loss or damage. _____ *initial*

CANCELLATION: If you find that you are unable to attend the 2018 Railroad Days Festival, BECAUSE OF AN EMERGENCY, you must submit to the Chamber office, in writing, the reason for cancellation. The Railroad Days Steering Committee will rule individually on each cancellation request. Refund of deposit only in cases of emergency and until **May 22, 2018.**

NO REFUNDS WILL BE MADE AFTER THIS DATE. _____ *initial*

Upon signing this contract, the vendor agrees to all the provisions above. Vendor must initial in all spaces provided and all appropriate fees must accompany this contract.

Vendor Signature

Date

Please mail with appropriate fees to: Moberly Area Chamber of Commerce

211 W. Reed Street Moberly, MO 65270

For more information, call 660-263-6070 or email chamber@moberly.com

Application Received on _____ by _____

_____ Approved _____ Denied

Booth # _____