



2017 VENDOR PACKET

Friday, September 15 &
Saturday, September 16
Shell Knob, Missouri



VENDOR RULES AND REGULATIONS

1. I agree to pay rental specified for the booth size and electrical requirements required marked on the contract to this agreement. **Fees due no later than Friday, September 8, 2017.** Any cancellation after September 8th, 2017 will result in 100% forfeiture of rental fees. All checks will be payable to the **Shell Knob Chamber of Commerce.**
2. CRAFTS/DEALERS: I will submit a list and photographs of items to be sold/displayed/demonstrated in my booth with my contract. This information will be used to determine the acceptability of each proposed craft for this festival. All photographs must have the name, address and phone number on the back of each photograph. Photos will not be returned.
3. ORGANIZATIONS: I will submit a list of causes/issues to be promoted with my contract. I understand that I must respect the rights and opinions of others. I may promote my opinion/cause/issue from my booth only in a way that is non-confrontational and respectful of others. I also understand that I may not promote my opinion/cause/issue from anywhere other than inside my booth.
4. **I understand that it is my responsibility to provide my own tent, tables, chairs, signage, and any other items I require that are not listed in this vendor packet as being provided by the Shakin' in the Shell Fest Committee. If I use a tent, it must be free standing and fit within my booth space. I will adhere to all Health and Fire Department regulations related to booth set up and proper food preparation/service area. If not, I understand that the Health/Fire Department will close the operation of my booth, and I will forfeit all fees paid under this agreement.**
5. **I understand that no beverages may be sold by a commercial vendor.** I understand I may not sell any item deemed illegal by the County of Barry, State of Missouri.
6. **I understand that I must abide by the following set up and take down time constraints. Vendor may begin set up between 9 AM and 4 PM on Friday, September 15, 2017 or after 7AM on Saturday, September 16, 2017. Vendor must take down and have all items removed by 12 Noon on Sunday, September 17, 2017 Vendors are responsible for their own security after 10PM on Saturday, September 16, 2017. Vendors may drive to their booth if setting up Friday afternoon. Vendors choosing to set up on Saturday, September 16, 2017 will be required to carry their items from the public parking area after 9 AM.**
7. Any violation of this agreement will permit the immediate termination of this agreement.
8. Each vendor must keep their own space(s) clean and in good order while the Fest is open to the public. This includes proper disposal of trash and waste. Vendors are not allowed to solicit, distribute or advertise outside of their vendor space.
9. It is required that each vendor have public liability insurance to protect against claims arising out of the operation of their booth. *The Shell Knob Chamber of Commerce provides insurance for its organization only.*
10. Neither the Shell Knob Chamber of Commerce, the employees thereof, their agents or representatives shall be responsible for any injury, loss or damage that may occur to the vendor or to vendor employee(s) or property from any cause whatsoever, prior, during or subsequent to the period of the Fest. The vendor, upon agreeing to participate in the Fest, expressly releases the forgoing named association, corporations, individuals, their agents and employees from any and all claims for such loss, damage or injury.
11. Security will be provided to the Fest site beginning 6PM Friday, September 16 through 8PM on Saturday, September 17, 2016.
12. **All vendors have the option to be open 5 PM-10 PM on Friday, September 15, 2017. All vendors are REQUIRED to have their booth open and staffed from 10 AM until 7 PM on Saturday, September 16, 2017.**
13. The Fest Committee reserves the right to make booth assignments in the best interest and overall good of the Fest.
14. The Fest Committee shall have full power to interpret and to make or amend these rules. Whatever these rules do not cover, the Fest Committee reserves the right to make such rules as may appear to be in the best interest of the Fest, and the vendor agrees to abide by such rulings.
15. Payment of booth rental fee indicates vendor's agreement to comply with the information contained in this contract, right to make such rules as may appear to be in the best interest of the Fest, and the vendor agrees to abide by such rulings.



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VENDOR CONTRACT

FESTIVAL INFORMATION

DATE: Friday & Saturday, September 15 & 16, 2017
TIME: Friday 5 PM-10 PM & Saturday 10 AM-8 PM
LOCATION: Chamber Park, ¼ mile north of Bridge on Hwy 39

PRICING

Minimum booth size: 10 x 10 \$40 then \$.40 per square foot
\$10 fee for 15 amp draw / 110 electrical outlet
(Bring your own 100-foot extension cord)

VENDOR NAME

CONTACT PERSON

MAILING ADDRESS

CITY/STATE/ZIP

TELEPHONE FAX

E-MAIL ADDRESS

SPACE SIZE REQUESTED: _____ X _____

VENDOR LIST OF ITEMS TO BE SOLD / DISPLAYED / DEMONSTRATED AND CAUSES / ISSUES TO BE PROMOTED

ACCEPTED BY:

VENDOR SIGNATURE DATED

FEST COMMITTEE DATED

TOTAL AMOUNT DUE: _____

Please make your check out to **Shell Knob Chamber of Commerce**.
MAIL TO: **Shakin' in the Shell Fest, PO Box 193, Shell Knob, MO 65747**
THANK YOU for your participation!