

Smithville Area Chamber of Commerce
10th Annual Oktoberfest
October 8th & 9th, 2010
Downtown Smithville
(816) 532-0946



RULES OF OPERATION

HOURS OF OPERATION: The event will be held Friday, October 8th from 5:00 pm to 10:00pm and Saturday October 9th, from 10:00am to 10:00pm. All booths must be staffed and in operation for the entire festival.

SET-UP AND TAKE-DOWN: All vendors must check in at the Information Booth outside the Chamber Office at 105 W Main on Friday, October 8th and will be allowed to set up their booths after check-in is completed. All vendors will be notified of their check-in time by Friday October 1st. There can be no parking or blocking the alley ways between the streets and all vehicles must clear the festival area by 4:30. Vendors are permitted to re-enter the festival grounds for additional set-up on the second day prior to 9:00am. Absolutely no vehicles are allowed past the barricades during festival hours.

BOOTH SPACES: Booth spaces measure 10 ft. x 10 ft and are marked off/numbered in the downtown festival area. You must keep your booth within the confines of the space purchased including tie-downs, door access, trailer tongue, etc. Additional booth spaces can be purchased for those vendors needing more than 10 feet and must be purchased at the time of initial registration. Your booth will be removed if it extends beyond the space provided.

BOOTH INFORMATION: No vendor may change/swap booth spaces. You can not sell your booth space or exhibit merchandise other than what is stated on your application. All cars, trucks, etc. must be removed from the festival area by 4:30pm on Friday, without exception. No exhibit or part thereof is to be dismantled or removed before 10:00 pm on Saturday.

SECURITY: Security will be provided through the event, and extra security will be provided Friday throughout the night and Saturday during early morning hours. Exhibitors are encouraged to remove and secure any and all valuables. Each exhibitor is responsible for their own insurance.

ELECTRICITY: If you register for electricity, you must have at least one (1) UL approved heavy gauge 100 foot extension cord, rated for outside use to plug into an outlet. This cord must be in good working order. We do not supply electricity to any RVs, campers etc. for personal use. 220 electrical for booths are limited and only in special areas. You must be specific on reservation request about what kind of electrical equipment you will be connecting to your outlet. The Smithville Chamber of Commerce is not responsible for damage caused by a power surge to any equipment. List all equipment you will be connecting to electrical outlets on the registration form. Please note – no space heaters or generators are permitted for use during the festival.

FOOD VENDORS: It is the responsibility of all food vendors to remove all used cooking oil and/or grease from the area. Any food vendor using smoke producing cookers must make note on application for availability of special designated areas. All food vendors are responsible for obtaining permits required by Clay County for food handling as well as an insurance policy. Clay County Health Department can be reached at 816-595-4350 (we advise you to obtain your permit at least 3 weeks prior to the festival to ensure the best permit rate)

PROHIBITED ITEMS: No merchandise shall be sold, used, or given away that is obscene, dangerous, or unlawful. If such is the case, the Smithville Oktoberfest Committee will notify vendor of their violation and demand prompt removal of the item(s). Failure of vendor to do so will be grounds for immediate vendor removal.

REFUNDS: If you reserve a booth space and need to cancel the reservation, a 50% refund will be given if cancelled by July 1, 2010. After this date, no refunds will be given.

SOUND RESTRICTIONS: No excess noise will be permitted from the vendor spaces. Please be considerate of your fellow exhibitors. Loud speakers and noisy instruments will not be permitted.

PETS: According to the City of Smithville leash law, pets must be on a leash at all times.

LODGING: We have several options for vendors looking for lodging during the festival. If you have a camper/RV, we suggest you look into one of the campgrounds at Smithville Lake (816-407-3400) or Basswood Resort (816-431-2594). For those looking for a hotel room, KCI Holiday Inn will have special rates for Oktoberfest vendors (816-801-8400).

INFORMATION: For information prior to the festival, please call the Chamber office at 816-532-0946. There will be an Information Booth in front of the Chamber Office Friday October 8th to answer any questions. If you have questions during the festival, please find an Oktoberfest Representative in a GOLD shirt.

Violation of any of the above rules could result in immediate eviction from your occupied booth space at the Smithville Oktoberfest by the Smithville Oktoberfest Committee. The Smithville Oktoberfest Committee reserves the right to accept or reject any vendor application.

Vendor covenants that it will protect, defend, hold harmless and indemnify the Smithville Area Chamber of Commerce, the Smithville Oktoberfest Committee, the City of Smithville, their directors, officers, successors, assigns, employees, and volunteers from and against any and all expenses, claims, actions, liabilities, attorney's fees, damages and losses of any kind, actually or allegedly, resulting from or connected with the participation as a vendor at the Smithville Oktoberfest. The Smithville Area Chamber of Commerce and the City of Smithville shall not be liable for any loss or damage to any merchandise, or personal property in or about vendor booth regardless of the cause of such loss or damage. Vendor agrees to submit to the jurisdiction of the courts of the State of Missouri, County of Clay, and City of Smithville.

Please read carefully. By Signing your Vendor Application, you agree and accept these Rules of Operation of the **Smithville Oktoberfest**.