

## **Downtown Days... Streets Alive!**

A Downtown Lee's Summit Main Street, Inc. event

### **Call for Food Vendors**

Show Dates: **June 4, 5, 6, 2010**

Application must be postmarked by **April 1, 2010**

Notifications will be mailed on or about **April 30, 2010**

#### Application

#### Hold Harmless Agreement

#### Proof of Insurance

This year marks the 20<sup>th</sup> anniversary of the annual festival put on by Downtown Lee's Summit Main Street, Inc. (DLSMS). Now called Downtown Days...Streets Alive!, this is the replacement event for Old Tyme Days, traditionally held in Downtown Lee's Summit. This is the major fundraiser for DLSMS and provides the organization with the funds to continue its revitalization efforts throughout the year. With two stages of live entertainment, a car show, arts and crafts, delicious food, flights by the Go Fast Jet Pack Man, a carnival and much more, we expect to draw in a large crowd. Last year the estimated attendance was 80,000 - 100,000.

#### **Promotion:**

The festival is promoted through radio, television, newspapers, social media, direct mail, banners, posters, and other opportunities. Anticipated attendance: 80,000 plus.

#### **Purpose:**

1. To provide festival goers with a variety of high quality food at a reasonable price.
2. To provide high quality food that reflects a diversity of cultures from around the world.
3. To provide, when possible, fundraising opportunities for non-profit organizations.
4. To raise revenue for Downtown Lee's Summit Main Street, Inc., a non-profit organization.

#### **Jurying:**

The vendor relations committee will jury for uniqueness and variety and insists on quality and professionalism. Up to 30 food vendor spaces are available, and all vendors compete annually for selection. The availability of power is a large factor in determining placement and number of food vendors. The committee strives to limit the number of food vendors selling the same product. **If you are selected, the food committee has the right to disallow individual food items.**

#### **Requirements:**

- You are responsible for conducting your own sales. It is your responsibility to collect and report any applicable sales tax.
- You must complete a hold harmless agreement for Downtown Days.
- You must supply a valid certificate of insurance with a minimum coverage of \$1,000,000 for the dates of the festival, listing Downtown Lee's Summit Main Street as additional insured. Downtown Days reserves for itself the sale of beer.
- All food booths will be required to conform to all appropriate state and local requirements.
- Downtown Days is an outdoor festival and is held regardless of weather conditions.

#### **Fees:**

- The food vendor base fee is \$375 plus 10% of gross receipts for a 10x10 space and \$600 plus 10% of gross receipts for a 10x20 space. Any necessary electrical fees are an additional cost. For a 10x20 corporate food booth, the fee is \$1200 plus 10% of gross receipts plus any necessary electrical fees. The health license is included with the booth fee.

- The base fee allows us to manage festival expenses while the 10% allows us both to share the risk and rewards.
- 10% of gross receipts will be collected the following morning for the previous day's business, with the exception of Sunday. This will be collected when the festival shuts down at 5pm on Sunday. Food vendors may not leave the festival until their 10% has been collected. A report will be sent out after the festival ranking the food vendors based on the 10% gross receipts turned in.

#### **Exhibit Space:**

- **Booth Space** - The food areas are grouped and dispersed throughout the festival area. Grouping will be done based on variety and availability of electrical power. You must list the dimensions of required booth space as requested on the application for ease in setting up the festival. Each food vendor is only allowed a maximum of 2 booth locations.
- **Electrical Needs** - You must list on the application total electrical power required to successfully run your booth, or it may be impossible to hook up the booth properly when you arrive. Please review the electrical portion of the application carefully. Any modifications needed on-site may not be available or will require an additional fee.
- **Parking space** - Any large vehicles (buses, RV's, travel trailers, etc.) must park outside the festival parking areas.
- **Security** - The festival area will be patrolled by the Lee's Summit police department. Although care will be taken to avoid hazards to vendor booths, Downtown Days is not responsible for any loss or damage to booths, products, or displays.
- **NO VEHICLES or STORAGE UNITS are allowed in the festival area after booths are set up.** Push carts may be used to restock during the event. After hours other means of restocking can be used.
- No pets are allowed in the festival area.

#### **Entry Information:**

- With your application include 2 checks: one for the booth fee, electricity if required, and corner booth premium if desired, and one for the \$15 non-refundable application fee. Remember this does include the health license. Those applicants who are not selected by the jury for participation in the festival will be refunded the booth fee(s).
- Submit one photo or jpeg of your booth. If accepted, your booth picture may be used in our marketing materials.
- Downtown Days will establish a waiting list. Food vendors on the waiting list may be called if space becomes available due to cancellations.
- Notification of acceptance will be made on or about April 30<sup>th</sup>. Please do not make phone inquires.

#### **Hospitality:**

- There will be a host available upon request.
- ATM services are available in the festival area.
- Vendor will be provided with a locator map for his/her booth.
- All vendors are encouraged to participate in the City of Lee's Summit's recycling efforts and use recyclable cups. Please note that per the City's requirements, styrofoam and glass containers will be prohibited beginning June 2012. For more information, visit [www.cityofls.net](http://www.cityofls.net).

#### **Calendar of Important Dates:**

Thursday, April 1, 2010 - Entry deadline

Friday, April 30, 2010 - Notification of entries accepted for the festival (on or about)

Thursday, June 3, 2010 - 5pm to 8pm - Vendor check-in (See confirmation packet for your specific time)

Friday, June 4, 2010 - 8am to 10am - Vendor check-in (See confirmation packet for your specific time)

Friday, June 4, 2010 - noon to 10pm - Festival open  
Saturday, June 5, 2010 - 10am to 10pm - Festival open  
Sunday, June 6, 2010 - noon to 5pm - Festival open

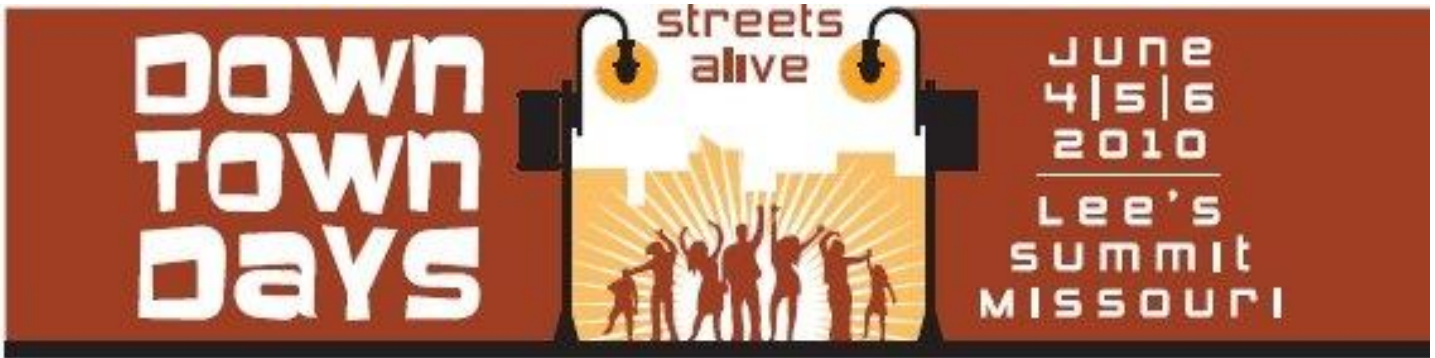
**Checklist:**

- Application completed and signed
- Hold harmless release agreement signed
- Proof of insurance
- Check for booth fee (electricity and/or corner premium if applicable). Those applicants who are not selected by the jury for participation in the show will be refunded the booth fee(s).
- Check for non-refundable application fee - \$15
- One photo or jpeg of your booth

**Incomplete applications will not be accepted. For more information, call (816) 246-6598.**

Mail to:  
Downtown Days.... Streets Alive!  
DLSMS  
P.O. Box 1688  
Lee's Summit, MO 64063

[www.LeesSummitDowntownDays.com](http://www.LeesSummitDowntownDays.com)



## HOLD HARMLESS AGREEMENT

*Vendor hold harmless*

Now this \_\_\_\_\_ day of \_\_\_\_\_, 2010, as partial consideration for participating in the 2010 **Downtown Days** ®, I \_\_\_\_\_, hereby agree to indemnify and hold Downtown Lee's Summit Main Street, Inc., a Missouri non-profit corporation, and its agents, servants, employees, successors, and assigns, harmless from and against any and all liability, claims, damages, losses, fines and/or expenses, including, but not limited to attorney's fees, resulting from or arising out of or related to personal injuries, loss of, or damage to, property or involving any impairment of, or damage to, any right because of, or in any way related to, my participation as a \_\_\_\_\_ in the 2010 **Downtown Days** ® whether or not such liability, claim, damage, loss, fine, or expense is caused in part by the negligence of the Downtown Lee's Summit Main Street. I acknowledge that I have freely and voluntarily entered into this agreement and that I have read and understand this agreement in its entirety.

\_\_\_ Yes, I will stay within the confines of my assigned booth at all times. Any sales and/or solicitations will remain inside my booth.

\_\_\_ Yes, I will abide by the no alcohol rule. I understand that if my booth is located in the NO alcohol zone, under no circumstances am I allowed to bring alcohol into my booth.

\_\_\_ Yes, I will abide by the pet rule and keep my pet on a leash at all times. Since only vendors are allowed to bring pets, I understand that a committee member may ask me to show my vendor ID card.

\_\_\_\_\_  
Print Name of Participant

\_\_\_\_\_  
Participant Signature

**If under age 18**, Print Name and Address of Parent/Guardian-Signature of Parent/Guardian if under age 18

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State Zip