



Big Shoal Country Fair September 17, 2022
Exhibitor /Vendor Registration

Come one, come all! It is that time again the Friends of the Atkins-Johnson Farm & Museum will be hosting the 7th Annual Big Shoal Country Fair. We are inviting you to become a vendor at this year's event held on Saturday, September 17, 2022. With you by our side and a great lineup of live music, food, old-fashioned carnival games, kids activities, and a petting zoo the fair is sure to be fun for the whole family. Vendor set up will be 7:30 am-9:00 am with the fair opening to the public from 10 AM-4 PM. Booth space will cost \$30 this year. See vendor rules & regulations for more details. All proceeds from this event will go back to support the Museum & Farm. **The deadline for registration is August 12, 2022.**

For additional information please contact 1-816-453-3276 or email friendsofajf@gmail.com

Big Shoal Country Fair Vendor Registration

Companies Name: _____

Contacts Name: _____

Address: _____

Phone: _____

Email: _____

Product Description (please attach photo): _____

Will you be doing any demonstrations? Yes _____ No _____

If so, what kind? _____

Will you be using a canopy? Yes _____ No _____ (Canopies/tents, table, and chairs will not be provided by the fair)

Are you able or willing to carry in/out for set up/tear down? Yes _____ No _____

(Some vendor spots are not accessible by car.)

Number of booths (booth size: 10ft x 10ft): _____ \$30/booth

Additional Fee Does vendor need electricity? Yes _____ No _____ \$15/booth

Electricity is very limited. If electricity is absolutely required you must provide a 100 ft outdoor extension cord and power will be provided via generator.

To make payment by credit card please email registration form to jeana.tetzlaff@att.net

To make payment by check send registration to **Friends of the Atkins-Johnson Farm & Museum**

P.O. Box 28846, Kansas City, MO 64188

Big Shoal Country Fair 2022

Vendor Rules and Regulations

General Provisions

- a. Electricity is extremely limited and is provided by generator. Please only request electricity if absolutely necessary. An additional \$15 charge will be required for electrical. You must provide your own 100ft. outdoor extension cord.
- b. No pets will be allowed on the fairgrounds
- c. No open flames are permitted on the property.
- d. No moving vehicles will be permitted on the grounds during the operational hours of the event, from 10:00 AM - 4:00 PM.
- e. Festival Schedule: The Fair will operate from 10:00 AM – 4:00 PM, September 17, 2022.

Vendor Booth

Booths are to be manned during all hours of operation. Early tear-down will not be permitted.

Booth set up and removal

- a. Vendors will be assigned an unloading time after applications are received. Between 7:30 AM – 9:00 AM. Assigned times will be strictly enforced due to limited space on the grounds. Please adhere to the time assigned to you.
- b. Vehicles will be permitted to pull in to unload only. Vehicles must be moved to the designated parking area on the property prior to setting up booth space.
- c. Booth must be torn down and ready to load before vehicles are allowed back on the property.
- d. No vehicles may remain on the property during hours of operation.
- e. Instructions and directions for entrance will be provided when unloading times are assigned.
- f. Farmer's Market participants **only** will be allowed to park on the property because they work from their vehicles.

Booth Space/Construction

- a. Booth space will be 10x10
- b. The event does not provide canopy/tents, tables, or chairs. If you do not provide your own covering, shade cannot be guaranteed. However, event coordinators will do their best to place vendors appropriately.
- c. If a trailer is used in a booth space it must fit within the booth space.
- d. Event coordinators reserve the right to remove a booth from the Fair if it is constructed in an unsafe manner.

Subleasing - Subleasing of any or all assigned booth space by the vendor is strictly prohibited.

Merchandise – At no time shall a vendor display for sale any material or item which, in the sole judgment of the event coordinators, shall be deemed obscene, dangerous, or unlawful. Specifically, drug paraphernalia, anything depicting or promoting drug use, profane or inciteful verbiage, or depictions are prohibited.

Insurance – Any vendor selling consumable food items will be required to provide a certificate of insurance naming the city of Gladstone, The Atkins-Johnson Farm Limited Partnership, and the Friends of the Atkins-Johnson Farm as additional named insured. This must be provided prior to the date of the Fair. Compliance with Clay County, MO Health Department criteria is also required. Insurance proof must also be provided to Gladstone City Hall