

2021 KCPCA Pride Vendor Registration

Saturday & Sunday August 21-22, 2021 | Theis Park

OFFICIAL RULES AND REGULATIONS

DEFINITIONS

COMMERCIAL FOOD BOOTH: A commercial food booth is defined as any company/person/organization that does not have a 501 (c) (3) tax-exempt status. Booths must be manned at all times.

NON-PROFIT VENDOR: A non-profit booth is defined as any organization that has a 501 (c) (3) tax-exempt letter. Booths must be manned at all times. **A copy of your tax-exempt status must be attached to your application.**

ARTISAN/CRAFT VENDOR: An artisan/crafts booth is defined as ONLY HANDMADE crafts made by the booth holder. Booths will be assigned on the first pay basis. Booth application will be date stamped as to date and time received. Booths must be manned at all times. Limited electricity is available. **Generators are not allowed.** All canopies and display materials are to be provided by the crafter. Table covers are required. No subleasing spaces.

COMMERCIAL/POLITICAL/DIRECT SALES/ MLM BOOTH: A commercial or political booth (sales or display) is one set up to advertise and/or sell a product, device or service by the booth holder. Booths must be manned at all times. Limited electricity is available. You must provide, in detail, the items you are representing. The KCPCA Pride Fest Committee will only allow two commercial booths that advertise/sell the same product brand/line, such as: Mary Kay Cosmetics, Discovery Toys, Avon, etc. If there are 2 commercial vendors with the same product brand/line each will be located on the opposite ends of the festival grounds. Booths will be assigned on a first pay basis. If your company only allows for ONE representative per festival, you must notify us in writing on company letterhead stating such and signed by you. Determination of who gets the booth will be based on date received and paid. If not notified in writing the Chamber reserves the right to book additional representatives.

RULES

FOOD VENDORS: Our 220 hook-ups are limited. The committee will determine assignment of these booths. Criteria considered will be 1) order of receipt of application: 2) booths that do not duplicate the same types of food: and 3) variety of foods offered.

NO ALCOHOL SALES ALLOWED BY VENDORS WITHOUT PRIOR APPROVAL FROM KCPCA

FOOD PERMITS ARE REQUIRED for all Food Vendors from the Jackson County Health Department, 313 S Liberty Street, Independence MO 64050, ATTN: Environmental (Phone: 816-404-6416). Your food permit must be displayed. Check with Jackson County Health Dept. early as permit pricing increases the closer you get to the festival. Permits should be obtained by June 15, 2021.

ALL VENDORS: Vendors are responsible for setting up and tearing down of their booth. Full-service food booths are 10' x 20'; Specialty food booths are 10' x 15' and all other booths are 10' x 10'. All booths must be manned at all times. Empty or abandoned booths will be taken down and given to another vendor. Each vendor is responsible for trash from his booth. Please bring trash bags with you. A map with disposal locations will be provided.

Booths with 20-amp electricity are allowed to have one surge protected power strip and can use only two outlets for two of the following items: lights, fans or laptop computers. No small appliances are allowed. Vendors needing electricity will need to provide their own 300 ft., heavy-duty, three conductor grounded extension cord to reach outlets. Vendors who continuously throw their appointed breaker will be asked to disconnect all electrical plug-ins. The KCPCA Pride Fest Committee, City of Kansas City and Evergy will not be responsible for any electrical surge problems. SET UP / TEAR DOWN / ATTENDANCE Vendors will be permitted to begin booth assembly at 10 a.m. on Friday morning and must be completed by 9 p.m. Tear down and removal of booths shall not begin before 5 p.m. on Sunday. You must have all transactions in your booth completed within thirty minutes of the close of the festival each day. Leaving the festival early or abandoning your booth during festival hours will forfeit all right of returning to KCPCA Pride Fest in future years. Individual consideration will be given in the event of any emergency. No driving/moving of any booth holder's vehicles will be permitted on festival grounds after 9 A.M. on Saturday August 21 or before 6 p.m. on Sunday, Aug 22 except as noted earlier. For safety reasons, there will be no vendor vehicles parked inside the barricades at any time during the operating hours of the festival. Exhibitors must be set up and be present during all hours open to the public. You will unload your articles and park

your vehicles in designated reserved parking areas. No "special needs" requests will be considered during the festival except as noted ahead of time on the application form. Any "special needs" requests must be made in advance on the application form in order to be accommodated by the KCPCA Pride Fest Committee.

OTHER NOTES: All vendors will be responsible for all applicable Missouri state sales tax and county sales tax. There is no security overnight on Friday or Saturday. It is recommended that any items of value be removed from the festival grounds each evening. Vehicles will not be allowed on the grounds before 11 p.m. Saturday to pick up these items. All booths must be set up 30 minutes prior to official booth opening on Saturday morning at 9 a.m. The KCPCA Pride Fest is authorized and empowered by KCPCA to organize and manage this festival and to promulgate and enforce rules and regulations for the conduct and safety of the festival. Decisions made by the committee are non-negotiable. The committee reserves the rights to make changes to booth locations as deemed necessary by the committee. The festival is not responsible for space for extra product, supplies, etc. The Committee reserves the right to revoke a booth license at any time, not refund the fees and forfeit all future right of entry. Neither the committee nor the Kansas City Pride Community Alliance (KCPCA) is responsible for loss due to damage or theft. The KCPCA Committee reserves the right to cancel any or all future reservations made by an exhibitor acting in any manner deemed to be inappropriate. The City of Kansas City and KCPCA, its agents, employees and affiliates assume no risk and shall not be responsible for any damage, injury, loss, legal action or expenses that may arise or come to the exhibitor or his employees, or his goods or property or to the public from any cause whatsoever. Exhibitor understands that they should carry business/personal liability insurance.

APPLICATION PROCESS: Payment must accompany applications. A \$30 service fee will be charged for non-negotiable checks. Notification of application receipt will be mailed or e-mailed once application is received in our office. Confirmation of booth assignment and electrical will be made in early August. Make checks payable to: KCPCA | 208 Westport Rd, KCMO 64111 | 816-516-2706