

HOME OF THE BRAVE FESTIVAL

AUG 26, 2017 - SPRINGFIELD, MO

VENDOR APPLICATION

Hello and welcome to the 4th Annual Home of the Brave Festival. This year's festival will be Saturday August 26. The venue location is American Legion Post 639, located at 2660 S. Scenic, Springfield, MO. This 25-acre location offers ample space for vendors, bands, bike parking, etc.

We ask you to help promote the event by downloading and printing the event flyer located on the homepage of the event website and placing it in an area where your customers, employees, and friends can see it.

The 4th Annual Home of the Brave Festival will include the following events:

- Vendor Booths
- Live music (tentatively scheduled bands include Almost Kiss, and more)
- Kids Zone
- Bike/Car Show
- Poker Run

For more information, please visit our website: www.thekitcheninc.org.

We look forward to seeing you August 26 at the 4th Annual Home of the Brave Festival in Springfield, MO.

Roz Palmer
Community Development Manager
The Kitchen, Inc.
1630 N. Jefferson
Springfield, MO 65803
(417) 225-7415
rpalmer@thekitcheninc.org

HOME OF THE BRAVE FESTIVAL

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Liability Release Form

This is not a binding contract until signed and approved by Home of the Brave Festival staff. You will be notified of the acceptance of the contract information you provide. An application for space and its acceptance constitutes a contract to the space assigned. Home of the Brave Festival retains the privilege to change the locations for unavoidable reasons. Each vendor acknowledges his/her agreement to all the rules set forth by Home of the Brave Festival. No refunds due to inclement weather will be made.

Liability Release

We the undersigned do hereby submit our application for reservation of display space for the 4th Annual Home of the Brave Festival. We agree to abide by the rules and regulations set forth by the Home of the Brave Festival and will indemnify and hold Home of the Brave Festival and/or agents harmless from all cost, losses, damages, or expenses, including expenses of litigation and attorney's fees, resulting from any person or property arising out of any act or omission of vendor or his/her employees or other representatives. Home of the Brave Festival, its officers, agents, members, or volunteers shall not be held responsible for any loss or damage due to theft, fire, accident or act of God, but will use reasonable care to protect the vendor from such loss.

Important: Each vendor and vendor representative MUST complete a Rally Event Release Form and include same with completed Vendor Application. NO EXCEPTIONS.

Company/Organization Name: _____

Print name: _____ Date: _____

Signature: _____

Information, Rules, & Regulations For All Vendors

Exhibit spaces at the 4th Home of the Brave Festival are outdoors and located at 2660 S. Scenic, Springfield, MO. Spaces are assigned on a first-come, first-serve basis.

Note: Home of the Brave Festival does not guarantee sales during the event. Refunds will not be issued due to poor sales performance of your products/services.

Weather: Home of the Brave Festival is an outdoor event and will be held rain or shine. No refunds will be given due to inclement weather.

Space Allocation: All vendor spaces are assigned on a first-come, first-served basis. Due to space constraints, all vendors must fit within the booth area requested. Trailer tongues, trailer doors, awnings, signage, merchandise tables, cooking tables, etc. must be within the footprint of the total booth area. If you do not fit within the requested area, you will be asked to modify your layout to fit within the space constraints. If you are unable to modify your layout, you will be required to pay for the additional fee per foot of use. Vendors must present at least 80 percent new items in their display unless otherwise approved.

Prohibited Items: The following items may not be brought into the event space from any outside vendor, vendor representative or individual or sold or dispersed at the site without prior approval from HOBV staff: Food, beverage(s), alcohol. The following items are restricted and should not be sold or dispersed without prior permission to keep vendors with same/similar products to a minimum: Leather goods, photography and photography services, and t-shirts. The following are strictly prohibited: food, beverages, alcohol, firearms, pornography, controlled substances of any kind, drug related paraphernalia, and/or offensive/profane items. Home of the Brave Festival staff has the sole authority to determine if a vendor has violated this policy, and if it is concluded this policy has been violated, the vendor will be removed for the remainder of the event without a refund of any of the vendor fee payment. Home of the Brave staff reserves the right to refuse or remove during the event any vendor whose product, intentions or demeanor are not compatible with the event staff. We do not license our rally logo, our trademark names, initials or copyright art work on any merchandise items at the festival or elsewhere. Anyone caught using our name, corporate trademarks, or offering "Official Festival Merchandise" for sale will be escorted off the premises and the illegal merchandise will be confiscated for evidence. Please discuss any questionable merchandise in advance with the staff.

Vendor Spaces: Exhibit spaces will not be reserved until payment for vendor fees is received. Vendors must submit payment along with their application and signed liability waiver. Remember all exhibits to include trailer tongues, goosenecks, ramps, awnings, etc. must be within the purchased booth space. Vendor spaces cannot be transferred sublet any part thereof or permit the same space to be used by any other person or company.

Vendor Setup: Vendor setup will begin at 10:30 AM on Saturday, August 26, 2017. Please inform us if you would need more time for set up. All vendors must be ready to open their booths by 12:00 PM Saturday, August 26, 2017.

Vendor Utilities: Electricity available for vendor use on a first-come, first-served basis! Limited spaces will have electricity (you may need to have several feet of extension cord to reach electrical supply), but no guarantee will be given to any vendor who does not make prior arrangements when submitting the application process. We are not able to hardwire vendors.

Vendor Teardown & Clean Up: Vendors will be responsible for any trash in their area. This includes during and at the end of the festival after move out. Trash cans will be distributed throughout the vendor area. If trash is left in your area, we retain the right to refuse future vendor space rental.

Misc Vendor Responsibilities: It is each vendor's responsibility to ensure all items you are selling are properly licensed and trademarked. Licensing representatives may be onsite and do have the right to confiscate unlicensed items. Each vendor is responsible for paying any and all applicable city and state sales tax. Every vendor is responsible for staying within the boundaries of their purchased space. Please pay careful attention to the front line of your display as the walking isle is also the fire lane. Also if a vendor needs to release any water from a cooler you should move it to the closest drain to keep from releasing water into other vendor spaces.

Vendor Deadlines: Vendors must submit a liability release form and payment in full along with a completed and signed application before any spaces will be reserved. All required signed forms and payment in full must be received by Friday, August 21, 2017. Any vendor with incomplete applications as of Monday, August 21, 2017 may forfeit their previously reserved space, and spaces are subject to resale. Vendors who cancel for any reason on or after Monday, August 21, 2017 will forfeit 100 percent of any fees paid. Any refunds will be paid 30 days after the last date of the festival. NO EXCEPTIONS.

In consideration of the acceptance of the right to participate or exhibit at this event, by execution of the vendor registration form, you release and discharge Home of the Brave Festival/ American Legion Post 639, and its employees, agents, or representatives, and anyone else connected with the promotion or execution of this event, from any and all liability resulting in damages, injuries, or losses whatsoever that may result from exhibition, participating, or spectating at the event. You agree to observe all rules set for/at this event. Decisions of the event management are final. Foul language, aggressive behavior, and offensive comments will NOT be tolerated.

Vendor Booth Pricing: \$50/100 sq. ft. (10 X 10 minimum booth size – no maximum)
Limited electricity is available on a first-come, first-served basis, but vendors will need to supply their own extension cords.

Failure to read these terms will not be grounds for any liability whatsoever.

Vendor Checklist

Please use this checklist to ensure that you submit a complete application. Any information missing from your application may delay your application from being properly processed and result in missing the opportunity to participate in the 2017 4th Annual Home of the Brave Festival.

Forms:

_____ Signed Liability Release Form (Page 2 of this application)

_____ Signed and completed Vendor Application

_____ Signed and completed Festival Event Release Form (Separate form)

Payment:

_____ Vendor space fee

(If paying by check, please include HOBV vendor in the memo section. If paying online by credit card, please include HOBV vendor in the “Special Instructions” section.)

Mail to the Following Address:

The Kitchen, Inc.

1630 N. Jefferson

Springfield, MO 65803

If paying online, visit www.thekitcheninc.org and click the “Donate” button. Please include “Festival vendor fee” under the special instructions section.

For more information, please contact Roz Palmer at:

rpalmer@thekitcheninc.org

(417) 225-7415



4th Annual Home of the Brave Festival Exhibitor Agreement

Company Name _____
 Name/Contact Person _____
 Address _____
 City _____ State _____ Zip Code _____
 Home/Business Phone _____ Cell Phone _____
 Website _____ Email _____
 Tax ID Number (if any) _____
 List specific description of product(s) to be displayed and/or sold in your space. _____

Booth Size Requested _____ (length and width to include trailer tongue, canopies, etc.)
 Please specify if you will be using a trailer or tent and size in vendor space request.
 Tent _____ Trailer _____ Size _____

We need to know the voltage/amps of electricity needed (LIMITED ELECTRICITY AVAILABLE)
 No electricity needed _____
 Electricity needed: Volts(110 or 220) _____
 Amps (20, 30, etc.) _____

Booth Size _____
 Booth Space Fees _____
 Total Fees _____
 Method of Payment: Online _____ Check or Money order Check/MO# _____

4th Annual Home of the Brave Festival Exhibitor Agreement (continued)

I/we the undersigned do hereby submit our application for the reservation of display space for the Home of the Brave Festival. We agree to abide by the rules and regulations set forth by Home of the Brave Festival and its staff. We will not hold Home of the Brave Festival responsible for damage or theft from our exhibit.

I/we have read the accompanying rules and agree to abide by the conditions set within.

Signature(s) _____
 Name(s) Printed _____

Company name _____ Date ____/____/20____