

**RIVERSIDE RIVERFEST
ARTS & CRAFTS FESTIVAL**

September 16th and 17th, 2011

Dear Exhibitor:

The Riverside Riverfest 2011 will be held on Friday, September 16th and Saturday, September 17th in Renner Brenner Park located at 2901 NW Vivion Rd., Riverside, MO. Riverfest was forced to move due to the flooding of E.H. Young Riverfront Park. Many activities are planned during this free two-day event, which include a Grand Parade, 10K/5k Run & 2 Mile Walk, kids run, live entertainment, contests, games and a spectacular fireworks display on Friday and Saturday night.

This year marks our 35th Riverfest celebration and we are inviting you to participate in our arts and crafts festival. Enclosed is a reservation form for exhibitor space. Please note that the application must be filled out completely and signed. If you have not attended our festival in the past a photo of items sold must be included. A check or money order must accompany your application.

Please carefully read the enclosed Rules of Operation for exhibitors. If your application is accepted these guidelines will become the Rules of Operation during the festival.

Booths are booked on a first come first serve basis, according to product type. We look forward to seeing you. Please contact us if you have any questions at 816-587-8156.

June Flaws
Arts & Crafts Director

RIVERSIDE RIVERFEST
ARTS & CRAFTS BOOTH RESERVATION FORM
September 16 and 17, 2011

COMPANY NAME _____ BOOTH # _____

NAME _____ PHONE _____

STREET ADDRESS _____

CITY, STATE, ZIP CODE _____

LIST ALL ITEMS TO BE SOLD/DISPLAYED (Include Photo):

(NO SUBSTITUTIONS ARE ALLOWED ONCE ACCEPTANCE IS CONFIRMED IN WRITING)

<u>BOOTH SPACE FEES:</u>	<u>AMT. DUE</u>
Under Shelter or Outside Ground Space (please specify)	
10 x 10 booth	\$35.00 _____
Electricity	\$10.00 _____
Table and 2 chairs	\$10.00 _____
TOTAL ENCLOSED	\$ _____

YOU ARE REQUIRED TO PROVIDE A 100-FT. EXTENSION CORD AND A POWER STRIP TO CONNECT TO ELECTRICAL OUTLETS. IF YOU HAVE ANY SPECIAL ELECTRICAL NEEDS TO OPERATE YOUR BOOTH, YOU WILL NEED TO CONTACT US IN WRITING, PRIOR TO THE SHOW OF THESE SPECIAL NEEDS. IF THESE NEEDS CAN BE MET, YOU COULD BE CHARGED AN EXTRA FEE FOR THIS SERVICE.

Vendor covenants that it will protect, defend, hold harmless and indemnify the City of Riverside, Riverside Riverfest Corporation, 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 whatsoever, actually or allegedly, resulting from or connected with the participation as a Vendor in the Festival. The City of Riverside and Riverside Riverfest Corporation shall not be liable for any loss or damage to any merchandise or personal property in or about Vendor's booth, regardless of the cause of such loss or damage. The City of Riverside and Riverside Riverfest Corporation reserves the right to negotiate and/or reject individual booth spaces, applications and booth placement. Vendor agrees to submit to the jurisdiction of the courts in the state of Missouri and that Missouri law applies. I, the undersigned authorized agent, dutifully swear that I have thoroughly read the rules and regulations and agree to comply.

AUTHORIZED SIGNATURE _____ DATE _____

Make Checks payable to: Riverside Riverfest For more information call 816-587-8156.
 Send Application to: Ms. June Flaws, Arts & Crafts Festival, 1004 NW Indian Lane, Riverside, Mo. 64150

**RIVERSIDE RIVERFEST
ARTS & CRAFTS FESTIVAL
RULES OF OPERATION**

Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Platte and City of Riverside pertinent to the Vendor's participation in the Festival, including but not limited to, statutes and ordinances affecting gambling, health and sanitation, building and electrical construction and maintenance, and fire safety.

Riverside Riverfest Corporation shall have the right to interpret the following Rules and Regulations as in its discretion it might deem appropriate and to enforce compliance with such Rules and Regulations.

Any violation of these rules and regulations or of any statute or ordinance shall result in immediate forfeiture of all rights and participation in the Festival and the return of any monies deposited to secure participation in the Festival.

1. **CANCELLATION AND REFUNDS:** In order to claim a refund, cancellation must be made in writing at least thirty days (30) prior to the opening date of the Festival. Such claims for refund will be considered only if the space(s) are resold prior to the opening of the 2011 Riverside Riverfest. Said honored refund will usually not be returned until after the Festival date.
2. **HOURS OF DAILY OPERATION:** Friday, September 16th – 5:00 p.m. to 9:00 p.m.; Saturday, September 17th, 9:00 a.m. to 9:00 p.m.
3. **SET-UP AND TAKE-DOWN:**
 - a. All booth participants must check in on Friday, Sept. 16th, between Noon p.m. and 3:00 p.m. (You will be allowed to set up your booth after you have checked in.) Tear down must be completed by Midnight Saturday, Sept. 17th. NO EXCEPTIONS!
 - b. Security will only be provided Friday night only. We are not responsible for damage to any person during the show or for any damaged, lost or stolen items. Riverside Police will patrol the area after hours, but exhibitors are encouraged to remove and secure any and all valuables, including merchandise. Each exhibitor is responsible for his own insurance.
4. **DAILY CLEANUP:** Vendor's booths must be kept clean and all refuse, rubbish and garbage deposited in containers provided.
5. **SALES TAX:** It is the responsibility of all vendors to pay their own sales tax to the State of Missouri. Forms will be provided at check in.
6. **PROHIBITED ITEMS:** No merchandise shall be sold, used or given away that is considered obscene, dangerous, or unlawful. Expressly prohibited are items included, but not limited to, the following: Alcoholic beverages, drug paraphernalia, butterfly knives, switch blades, throwing stars, brass knuckles, water weenies, explosive devices, fireworks, silly string, poppers, disappearing ink, stink bombs, etc.
7. **RAIN-OUT CLAUSE:** In the event of rain for more than two (2) hours, the Riverside Riverfest Committee will make a decision on whether or not a "Rain Out" will be called. Participants will be notified when vehicles may be allowed into the festival area. If you do tear down because of rain and a "Rain Out" has not been called, you must carry products out by hand.
8. **PETS:** Pets are not allowed
9. **Riverside Riverfest Corporation reserves the right to accept or reject any application.**

VIOLATION OF ANY OF THE ABOVE RULES COULD RESULT IN IMMEDIATE EVICTION FROM YOUR OCCUPIED BOOTH SPACE AT THE FESTIVAL BY THE RIVERSIDE RIVERFEST CORPORATION WITHOUT FURTHER NOTICE AND YOU WILL NOT BE ALLOWED TO PARTICIPATE AGAIN.