



DOWNTOWN WARRENSBURG

BURG FEST

RULES & REGULATIONS

2017 Calendar of Important Dates

Thursday, August 3: Deadline to receive regular booth pricing

Friday, September 8: Last day to submit vendor application

Mid-September: Notification of entry acceptance

Friday, September 22 (10:00 a.m. – 12:00 p.m.): Vendor Check-in for Trailers Staying on Location

Friday, September 22 (12:00 p.m. – 2:30 p.m.): All other Vendors Check-in

Friday, September 22: (4:00 p.m. – 9:00 p.m.) Vendors & Children's Area Hours; (4:00 p.m. – 11:00 p.m.) Burg Fest Hours

Saturday, September 23: (10:00 a.m. – 9:00 p.m.) Vendors & Children's Area Hours; (10:00 a.m. – 11:00 p.m.) Burg Fest Hours

Booth Breakdown: (Saturday, September 23 starting at 11:00 p.m. – Sunday, September 24 10:00 a.m.). All Vendors must be out of festival area by 10:00 a.m. on Sunday. Please remember no vehicles may enter the festival until all pedestrians have left the area on Saturday.

Burg Fest is hosted annually by Warrensburg Main Street and Big Brothers Big Sisters of Johnson County. This event is a community event and organized by these two 501 c3 nonprofit organizations with funding to continue to revitalize historic downtown Warrensburg and provide mentoring services to children in the Johnson County area. Proceeds from Burg Fest are divided into three equal parts going to Warrensburg Main Street, Big Brothers Big Sisters and to the Burg Fest.

Each Burg Fest vendor shall comply with the following Rules & Regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Johnson, and City of Warrensburg, MO, 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, maintenance, codes and fire safety.

The Burg Fest Committee shall have the right to interpret the following Rules & Regulations as in its discretion it might deem appropriate and to enforce compliance with such Rules & Regulations. Any violation of these Rules & Regulations or of any statute or ordinance shall result in immediate forfeiture of all rights and participation in the festival and the forfeiture of any monies to secure participation in the festival.

- 1. Cancellation and Refunds:** As stated on the application, no refunds will be made for cancellation after August 3, 2017 or for violation of the Rules & Regulations or inclement weather.
- 2. Hours of Daily Operation:**
 - Friday, September 22, 2017: 4 pm – 9 pm.
 - Saturday, September 23, 2017: 10 am – 9 pm
 - (Vendors may stay while the Entertainment is playing on the Main Stage until 11pm)
 - If you do not leave your booth set up Friday and Saturday of the event, your deposit will be confiscated.
- 3. Application Process:** Vendors interested in participating in the Burg Fest must fill out the application and submit a completed application along with payment.

Food Vendors also must submit proof of insurance. This certificate of insurance should be general liability coverage with limits no less than \$1,000,000 each occurrence and \$2,000,000 aggregate and list the Burg Fest as additional insured. Food vendors must also complete a Food Establishment Permit Application from Johnson County Community Health Services (JCCHS). JCCHS and the Warrensburg Fire Department will do an inspection on Friday afternoon before opening.

There are a limited number of booth spaces available. The Burg Fest Committee reserves the right to assign all booth spaces. Variety and the availability of power are significant factors in determining acceptance and booth placement. Vendors accepted into the Burg Fest will receive a confirmation packet via e-mail mid-September. Those not accepted into the festival will be refunded their booth fees.

Burg Fest does not limit or restrict the number or types of booths in the festival. If multiple of the same type of vendor applies the Burg Fest Committee will try to place the vendors throughout the festival.

4. **Definition of Booth Spaces:** The booth spaces are marked off and numbered in the historic downtown Warrensburg area. **You must keep your booth within the confines of the space purchased; this includes tie-downs and overhangs (no exceptions).** Booth spaces measure 10'x 15' on the street. Your booth must be placed on the street (not the sidewalk) and may not extend any further than 10' from the curb into the street – this allows for a fire lane in case of emergencies. Vendor displays, signage, etc. must not interfere with traffic flow or infringe on another booth. Your booth will be removed if it extends further than the definition in these Rules & Regulations. Under no circumstances may you sell your booth space to another exhibitor or permit other parties to exhibit merchandise – you may only sell what is stated on your application. All booths must be staffed and in operation for the entire scheduled hours every day of the festival. The Burg Fest Committee reserves the right to remove a booth from the festival should the booth be constructed in an unsafe manner.
5. **Vendor Set-up & Take Down:**
 - a. **Check-in:** All vendors must Check-in at the Corner of West Market and Holden Streets with a Burg Fest Staff person PRIOR to setting up their booth. Check-in times are as follows:
 - 10:00 a.m. – 12:00 p.m. Friday, September 22nd: Vendors who will be parking permanent trailers in their booth space.
 - 12:00 p.m. – 2:30 p.m. Friday, September 22nd: All other vendors.
 - b. **Booth Specifics:** Vendors must provide the set-up, including a tent, tables, chairs, display screens, etc. All tents must have weighted tie-downs. This prevents tents from blowing over and injuring vendors and/or guests in the event of a storm. All vendors paying for a booth with electricity must use 12 gauge cords. Vendors who hook up to electricity they did not pay for may be removed from the festival.
 - c. **Security:** Security will only be provided to preserve order during festival hours. The Burg Fest, Warrensburg Main Street and Big Brothers Big Sisters of Johnson County is not responsible for damage to any person during the festival or for any damaged, lost or stolen items. Warrensburg Police and the UCM Criminal Justice Honor Society Volunteers will patrol the area after hours; however, exhibitors are strongly encouraged to remove and secure any and all valuables, including merchandise, at the end of the day, as the festival area cannot be fenced or sealed off. Each exhibitor is responsible for his or her own insurance.

- d. **Vehicle Parking:** No vehicles will be allowed in the festival area from 1 hour prior to the opening of the festival and until all people are cleared after the closing. This will be strictly enforced by the police. No parking in front of barricades or in alleyways. In case of an emergency, the fire department must move the barricades to get inside the festival area. Failure to comply will result in booth removal and your vehicle will be towed.
 - e. **Take Down:** No booth or part thereof is to be dismantled or removed before vendor closing time on each day of the festival. **BOOTHS MUST BE MANNED AND OPEN ALL DESIGNATED VENDING HOURS OF THE FESTIVAL EACH DAY.** Those who tear down early may not be allowed to return to the festival in future years. No vehicles will be permitted into the exhibit areas until all people are cleared from the festival. If crafts are subject to weather, crafters must provide adequate protection. Take down of booths shall take place between Saturday, September 22th at 11:00 p.m. and Sunday, September 24th at 10:00 a.m. ALL EXHIBITS MUST BE COMPLETELY REMOVED FROM THE PREMISES BY SUNDAY, SEPTEMBER 24th AT 10:00 a.m.
 - f. **Rain-out Clause:** In the event of rain for more than two (2) hours, the Burg Fest Committee will make a decision 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. No vehicles will be allowed into the festival area. Failure to comply with this rule may exclude you in participating in future festivals. Even if a "Rain-out" is called, refunds will not be issued.
6. **Electricity:** Limited electricity is available for an additional fee at the time of application. Vendors who do not pay for power will not be able to hook up to power during the festival. Vendors are encouraged to use energy-efficient lighting. If you have any special electrical needs to operate your booth, please note them on your application. If those needs can be met, you will be charged an extra fee for this service. **Reminder: you must use 12 gauge extension cords.** Burg Fest is not responsible for damage caused by a power surge to any equipment. If appropriate, vendors are encouraged to provide surge protectors. Vendors are NOT allowed to bring generators, unless they have received special permission from the Burg Fest Committee.
7. **Food Vendors:** No open fires are permitted at any time. It is the responsibility of each food vendor to remove all used cooking oil and/or grease from the festival premises. These wastes, including batter from corn dogs, funnel cakes, etc. are NOT to be dumped into festival trash cans. All food vendors must have at least one dry chemical fire extinguisher at their booth area.
8. **Daily Clean Up:** Vendors' booths must be kept clean of all refuse, rubbish and garbage. Vendors are responsible for taking out their own trash (cardboard boxes, plastic wrap, food waster, etc.) to the trashcan or giving it to the Burg Fest trash collection vehicles. If booths are not cleaned properly, vendors will not be invited to return.
9. **Sales Tax:** It is the responsibility of all vendors to pay their own sales tax to the State of Missouri. If you need assistance obtaining a MO Sales Tax ID Number, contact the Missouri Department of Revenue at 573-751-2836 or visit www.dor.mo.gov.
10. **Prohibited Items:**
 - a. No merchandise shall be sold, used or given away that are obscene, dangerous or unlawful. Expressly prohibited are items including, but not limited to the following: alcoholic beverages, drug paraphernalia, guns, butterfly knives, switch blades, throwing stars, brass knuckles, water weenies, explosive devices, fireworks, silly string, poppers, disappearing ink, stink bombs and other items.

- b. No food vendor may sell any bottled drinks (including water) or canned drinks; only fountain drinks may be sold.

The Burg Fest Committee will notify a vendor of his/her violation of this provision, and the items will be removed from the festival area. Failure of a vendor to do so will create forfeiture of his/her rights and privileges pursuant to this contract. The Burg Fest Committee has the right to request removal of offensive or non-complying objects.

- 11. **Sound Restriction:** The Burg Fest Committee reserves the right to monitor and regulate the level of sound from all booths. Loud speakers and noisy instruments are not permitted. Please be considerate of your fellow exhibitors. After two (2) warnings regarding offensive or loud sound, the Burg Fest Committee shall have the right to disconnect power from the booth or request the offending vendor to vacate the booth.
- 12. **Pets:** For the safety of all, pets must be on a leash at all times.
- 13. **Vendor Conduct:** All vendors will show others respect at all times. Vendors, employees, helpers or patrons who arrive inebriated, use foul language or act in a confrontational manner with other vendors, Burg Fest staff or festival attendees will be asked to leave the festival immediately. No fees will be refunded and you will not be allowed to participate in the festival in future years.

THE BURG FEST COMMITTEE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION AND DOES NOT GUARANTEE PROXIMITY TO OR AWAY FROM COMPETING VENDORS.

BURG FEST

Sponsored by Warrensburg Main Street & Big Brothers Big Sisters of Johnson County

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www.theburgfest.org