



# 31<sup>th</sup> Annual Hartsburg Pumpkin Festival Application and Contract



October 8<sup>th</sup> and 9<sup>th</sup>, 2022

9am – 5pm (Rain or Shine)

Please complete this entire form and mail along with your photos and payment to:

Hartsburg Pumpkin Festival  
P.O. Box 53  
Hartsburg, MO 65039

**\*\*\*Application Deadline: Returning Vendors-May 1, 2022\*\*\***

**All other Vendor Applications – August 1, 2022**

**\*\*\*Late Fee: Any Application received after August 1, 2022 will be charged \$15 to process (non-refundable) \*\*\***

**\*\*\*There are no guarantees for the same space location or number. We try our best to\*\*\*  
**accommodate Vendor requests, but it is not always possible.****

**\*\*\*The Hartsburg Pumpkin Festival Committee reserves the right to reject any application. \*\*\***

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Emergency Contact – Name/Number:** \_\_\_\_\_

**Returning Vendor      New Vendor**

- Food (must include complete menu plus 1 photo of your outdoor display)**
- Craft, handmade preferred (must include 1 photo of your craft and 1 photo of your outdoor display if possible)**

**\*\*\*If photos are not included with your application, your application could be held up or denied. \*\*\***

**\*\*\*Even if you are a Returning Vendor, photos MUST be included with your application. \*\*\***

**Number of 12'x12' spaces \_\_\_\_\_ @ \$150 per space EVERYTHING IN YOUR BOOTH MUST FIT WITHIN 12'X12' SPACE**

**Size of tent with tie downs or trailer with tongue \_\_\_\_\_ (tie downs and trailer tongues must fit in 12'x12' space)**

**Electricity: 110V \_\_\_\_\_ @ \$25    220V \_\_\_\_\_ @ \$30 (limited electricity available)**

**Amperage for 220V \_\_\_\_\_ Reason for electricity \_\_\_\_\_ Serving Side (for food) Passenger  Driver  Side (circle one)**

**To help us place your booth would you consider a booth space without electricity? Yes    No**

**Water (must supply your own containers and hoses) \_\_\_\_\_ @ \$15**

**TOTAL BOOTH SPACE \$ \_\_\_\_\_**

**TOTAL ELECTRIC \$ \_\_\_\_\_**

**TOTAL WATER \$ \_\_\_\_\_**

**TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_**

**All application fees and photos must be included with application, Including Return Vendors.**

**Please make checks payable to: Hartsburg Pumpkin Festival**

**\*\*\*All returned checks will be assessed a service charge of \$25.00\*\*\***

### General Release

The undersigned does hereby discharge, release and hold harmless, the **HARTSBURG PUMPKIN FESTIVAL COMMITTEE**, (the city of Hartsburg, property owners and associations) and all co-sponsors from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned while in possession or under the supervision of the sponsors during the festival, and hereby consents to enforcement or all rules of this event. There are no rain dates. There will be NO REFUNDS if event is cancelled due to floods, hurricanes, or any other forces of nature. There will be NO REFUNDS on vendor cancellations. **THE HARTSBURG PUMPKIN FESTIVAL COMMITTEE RESERVES THE RIGHT TO DISQUALIFY ANY VENDOR CAUSING ANY PROBLEMS TO FELLOW VENDORS OR COMMITTEE MEMBERS.** Failure to comply with any rules and regulations set forth on the application and the Vendor Information page may result in expulsion from any and/or all events. The Hartsburg Pumpkin Festival Committee reserves the right to make final interpretation of all rules. The undersigned understands that if this application is not accepted, all fees and photos will be returned by mail. If accepted, the Hartsburg Pumpkin Festival Committee has my permission to reproduce the photos I have submitted, for the purpose of advertising and marketing the festival. The Hartsburg Pumpkin Festival has my permission to publish photographs or videos taken of me, my booth and my product during the festival for purposes related to promotion of the festival, past or future. **Please not due to recent cost increase to put on the festival our rates did increase.**

**BY SIGNING BELOW, YOU ARE AGREEING TO ALL POLICIES, RULES AND REGULATIONS!!!!**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Application will not be accepted if not signed)

Visit our website at [www.hartsburgpumpkinfest.com](http://www.hartsburgpumpkinfest.com) or call us at (573) 864-1886

## Vendor Information, Rules and Regulations

The Hartsburg Pumpkin Festival Committee is comprised of local volunteers who work very hard throughout the year to make this festival a success. The homeowners of Hartsburg are gracious enough to “turn over” their properties to us for one weekend out of the year. **Please respect their properties and feelings.** The members of the committee do not receive any money for their contributions nor do the landowners (except for the use of their utilities).

- ❖ Hartsburg Pumpkin Festival prefers that all crafts be handcrafted by the vendor.
- ❖ All applications will be reviewed, juried and screened prior to your acceptance. Any item **NOT** approved during the application process that appears in your booth at the event may be removed.
- ❖ All applications require 2 photos of your product (craft or food) including 1 photo of your outdoor display if possible. **Even if you are a returning vendor. We will not process your application without the required photos.**
- ❖ If not accepted into the Festival, all fees and photos will be returned by mail.
- ❖ Please allow 4-8 weeks to process your application once received by the Festival Committee.
- ❖ To avoid missing the event, submit your application early.
- ❖ Any application received after the August 1, 2022 deadline will be charged a \$15 late fee if you are accepted.
- ❖ All returned checks will be assessed a service charge of \$25.00
- ❖ Your cashed check will serve as notification of acceptance.
- ❖ **CANCELLATIONS – There are no refunds for vendor cancellations for any reason.**
- ❖ Taxes – Each vendor is responsible for collecting the State Sales Tax and filing a report with the local Department of Revenue. You can find these forms online. ( We will have a limited amount of State Tax Forms on hand.)
- ❖ Vendors will receive ample amount of booth space. **ALL MATERIALS MUST NOT GO BEYOND THE ASSIGNED VENDOR SPACE.**
- ❖ Vendors are required to participate both days of the Festival from 9am – 5pm.
- ❖ Any Vendor who vacates early or who fails to stay both days of the Festival will be disqualified from next year’s Festival.
- ❖ Vendors are required to supply their own equipment, such as tables, chairs, backdrops, tools, extension cords, tents, bleach, serving gloves, etc. The Hartsburg Pumpkin Festival Committee will not provide such items. Please make sure your space is kept clean and attractive and do not leave behind any garbage.
- ❖ Vendors are responsible for their own setup and teardown. They are also responsible for unloading and loading their own equipment and/or products.
- ❖ Vendors are responsible for restocking their own booths with product during the festival. We do not have the ability or Staff to transport product back and forth to vendor spaces during the Festival.
- ❖ It is suggested that you bring weights for your tent in case your booth location does not accommodate the use of stakes.
- ❖ All vendor spaces are located outside. The majority of spaces are on grass.
- ❖ **Space assignments are not guaranteed. We try our best to accommodate vendor requests, but sometimes it is not possible.**
- ❖ The vendor is solely responsible for any and all equipment that is brought to the festival.
- ❖ **Booth Setup times:** Friday, October 7<sup>th</sup> from Noon – 7pm and Saturday, October 8<sup>th</sup> at 6am Booth setup **WILL NOT** be allowed prior to noon (12:00 pm) on the Friday before the Festival. **Setup times will be strictly enforced!**
- ❖ **Vendors arriving late will not be allowed to park by their booth to unload. Due to the new traffic routes, traffic through town is shut down at 7am and vehicles are not permitted through. Late arrivals will have to find another way to transport their products to their space. Festival staff will not be available to transport equipment and/or product. So, please arrive on time!**
- ❖ Vehicles and trailers must be unloaded and moved off the street prior to setting up your booth to assist in traffic flow. **ALL VEHICLES AND TRAILERS MUST BE OFF OF THE STREETS BY 7:00 AM. VIOLATORS ARE SUBJECT TO TOWING BY THE LOCAL SHERIFF’S DEPARTMENT AT THE OWNERS EXPENSE.**
- ❖ **Setup time must be completed by 7:00 am both days.**
- ❖ All vendors **MUST** check-in at the Information Booth prior to setting up their booth.
- ❖ Parking in designated areas only. Vendors are not permitted to park by their booths.
- ❖ The Hartsburg Pumpkin Festival Committee reserves the right to make final interpretations of all rules and regulations. Please read the General Release on your application before signing.

- ❖ **No application will be accepted without a signature.**
- ❖ Any vendor who is found to not be following the rules and regulations will be asked to leave without refund and disqualified from next year's festival.
- ❖ If you have any questions regarding the rules and regulations, please feel free to contact us at (573) 808-1288.

## **Additional Food Vendor Information**

- ❖ A final and complete menu must be submitted with your application. No additional menu items are to be added after completion of application without notifying committee first.
- ❖ All food vendors must comply with the Columbia/Boone County Department of Health and Human Services regulations. This information can be found at [www.gocolumbiamo.com](http://www.gocolumbiamo.com) or by calling 573-874-7355.
- ❖ Food vendors will also be required to have fire extinguishers in accordance with the fire code.
- ❖ **All food vendors should accept the volunteer food vouchers which you will be reimbursed for at the end of the festival by the committee. You will need to bring your vouchers to the Information Booth before the close of the festival on Sunday for a full reimbursement.**
- ❖ Alcohol will only be served at Hartsburg Pumpkin Festival approved sites.

A failure to comply with any of the rules set forth by the Hartsburg Pumpkin Festival Committee may result in the loss of your booth space and disqualification from any future festivals.

### **Important Dates to Remember**

|         |   |
|---------|---|
| May 1st | All returning vendors   |
| Aug 1st | All other applications must be submitted<br>Food vendors must provide complete menu<br>Vendors must provide 3 photos including 1 photo of their outside display if possible |

### **ALL VENDORS MUST CHECK-IN AT THE INFORMATION BOOTH PRIOR TO SET UP**

|                         |   |
|-------------------------|---|
| October 7 <sup>th</sup> | Set up can begin after 12:00pm - NO EXCEPTIONS  |
| October 8 <sup>th</sup> | First day of festival – <b>set up must be completed by 7:00am</b><br><b><u>Unload your vehicle, move it, then set up</u></b>  |
| October 9 <sup>th</sup> | Second day of festival – <b>set up must be completed by 7:00am</b><br><b><u>Unload your vehicle, move it, then set up</u></b> |

**Remember to turn in your volunteer food  
vouchers for reimbursement**

*We look forward to seeing you in October*

*Thank you*

*Hartsburg Pumpkin Festival Committee*