



JACKSON COUNTY PARKS + REC

HISTORIC SITES 2024 EVENTS

MISSOURI TOWN LIVING HISTORY MUSEUM & FORT OSAGE NATIONAL HISTORIC LANDMARK

EVENT REGISTRATION INFORMATION

Events this year include:

MAY 4th 2024

9:00 AM - 4:30 PM

Sheep Shindig!

Missouri Town Living History Museum's annual event. Features children's games & crafts, historical fabric arts, and sheep shearing. Estimated attendance is 600 to 800 people. Registration due: 4/19/24

JUNE 8th 2024

9:00 AM - 4:30 PM

Fun on the Bluff

Located at Fort Osage National Historic Landmark in Sibley, Missouri. Games, crafts, and historical demonstrations from the early 19th century. Estimated attendance 300 to 500 people. Registration due: May 24, 2024

JULY 4th 2024

9:00 AM - 4:30 PM

Independence Day at Missouri Town Living History Museum

Last year's attendance was over 600 visitors. This event celebrates Independence Day as they would have back in the mid-19th Century. Visitors join us in a parade down the main road through Missouri Town. Crafts, music, games and food! Registration due: July 21, 2024

DECEMBER 7TH, 2024

9:00 AM - 4:30 PM

Christmas Celebration at Missouri Town

Missouri Town Living History Museum celebrates the holiday season with historical demonstrations, music, games, and crafts. Estimated attendance 400-500 visitors. Registration due: November 29, 2024

Important Dates:

Vendor Setup

Each of our events are held on a Saturday. Vendors may begin their setup the day before the event takes place between the hours of 1:00 p.m. and 5:00 p.m. Vendors are also welcome to set up the morning of the event beginning at 7:00 a.m. All vehicles must be parked in the parking lot no later than 8:30 a.m. on the day of the event.

Vendor Tear-down

Park safety will determine when vehicles may enter the site to collect their supplies & equipment. Typically that time will be 5:00 p.m. All vendors must complete their tear down and exit the area by 7:00 p.m. due to a lack of outdoor lighting after sunset.

Exclusivity

Food vendors only

To maintain exclusive right to sell their primary food product, food vendors that attended in 2023 must submit payment and a completed registration form by:

Sheep Shindig: March 1, 2024

Fun on the Bluff: April 1, 2024

Independence Day: May 1, 2024

Christmas Celebration: October 1, 2024

Vendor Attendance

Vendors are expected to operate their booth while the event is open to the public. Prior arrangements must be made if a vendor cannot attend between the operational hours of the event. Vehicles will only be permitted on the event grounds during the hours open to the public if authorized by Park Safety.

Electricity

Access to electricity is extremely limited and for that reason is only provided to a limited number of vendors. All other vendors may use quiet generators that do not exceed 60 dB of noise level. Generators may not interfere with nearby activities, vendors, music, or foot traffic and must fit inside of the booth the vendor has paid for. If a generator does not meet the above requirements the vendor will be asked to take the generator to their vehicle.

Parking

Parking in the event area is not permitted. Vehicles must park in the designated parking areas outside of the event site. Vendors will have dates and times to set-up and tear down their booth spaces before and after the event.

Admission

Two free admission passes will be mailed to registered vendors in the Lost Arts, Craft, and Artist areas. Food vendors may have up to five passes for those working their booth. Anyone arriving at the event without a pass will be required to pay full admission in order to enter the area.

Tents, tables, chairs and other supplies

Vendors must provide their own tents, tables, chairs, and equipment that must all fit within the booth space provided.

Refunds and cancellation Cancellation must be received no later than 30 days prior to the event day to receive a full refund. In the event that the event is cancelled by Jackson County, a full refund will be given to all vendors or, if preferred, a credit will be offered to have their booth space at a future event.

Booth divisions: Jackson County Parks + Rec will have full discretion in assigning booths and booth locations. Applications are accepted on a first come, first served basis. Reservations are not confirmed until BOTH the registration form and payment have been received. Please refer to the Booth Divisions section below to determine which area you may register for.

Jackson County Parks + Rec events are all family friendly. Jackson County Parks + Rec reserves the right to have products or displays removed if they include adult content.

Vendors must meet the criteria below for the division they would like to register for. If you have questions please contact Stephenie Thompson, Heritage & Museum Program Coordinator. (816) 229-8980 x4 or slthompson@jacksongov.org.

Lost Arts: *Booth space:* 10' x 10' *Fee:* \$40.00
Criteria: Vendors who create and/or demonstrate the making of goods or products consistent with the mid-19th Century. Vendors in this area must dress for the time period and may not use modern tents, tables, chairs, supplies or equipment.

Crafters: *Booth space:* 12' x 12' *Fee:* \$75.00
Criteria: Vendors that create, refurbish, or repurpose products that have a practical or functional use. Some examples include jewelry, soaps, pre-packaged food, clothing, storage, and other items that may be used by the purchaser. We do not offer booth spaces to resellers of mass produced products or services such as insurance companies, Pampered Chef, Scentsy, etc.

Artists: *Booth space:* 10' x 10' *Fee:* \$25.00
Criteria: Vendors in this area include painters, sculptors, photographers, illustrators and others whose creations are for the decorative or visual pleasure of the audience. Art at Jackson County Parks + Rec events must all be family friendly but there is no requirement that the subject matter is consistent with the time period, or are themed toward a countryside or outdoor subject.

Food Vendors: *Booth space:* 12' x 12' *Fee:* \$100.00
Criteria: Vendors that prepare and serve their food products at the event. Vendors in the food service area of the event will be required to obtain a food permit from the Jackson County Department of Environmental Health. A health inspector will be on-site to perform evaluations on the morning of Saturday, October 5th. Vendors who participated in 2023 will have exclusivity if their payment and registration are received by May 1, 2024.

PERMITS AND TAXES

Permits and taxes are the sole responsibility of the vendor. Fees for food permits and taxes are not collected by Jackson County Parks + Rec. Please refer to the appropriate website for payment instructions for food permits and taxes.

For information regarding Missouri sales taxes please visit:

<https://dor.mo.gov/faq/taxation/business/special-event-sales.html>

Food permit information is found at: <https://www.jacksongov.org/Business/Licenses-and-Permits/Food-Related/Temporary-Food-Permit-Application>.

PAYMENT INFORMATION:

Completed registration forms and payment may be mailed to: Jackson County Parks + Rec, Historic Sites & Outdoor Education. 22807 Woods Chapel Rd., Blue Springs, MO 64015.

You may call (816) 229-8980 x4 to pay with a credit card. Registration forms must be received in our office before the booth space can be confirmed.

If you would like to pay with cash please visit our Historic Sites administration office at 8201 S. Jasper Bell Rd., Blue Springs MO 64015. You must bring the completed registration form with you before a cash payment will be accepted.

QUESTIONS?

Contact Stephenie Thompson, Heritage & Museum Program Coordinator at (816) 229-8980 x4 or slthompson@jacksongov.org



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FORT OSAGE NATIONAL HISTORIC LANDMARK

EVENT REGISTRATION FORM

Name _____ Organization _____

Address/City/State/Zip _____

Phone# _____ Alternate Phone # _____

Email: _____

Product(s) offered _____

(All products offered at the these events must be handmade, refurbished, or repurposed).

Number of people working at your booth: _____

FEES

Both the completed registration form and payment must be received at least two weeks prior to the event. Jackson County Parks + Rec reserves the right to change the location you are assigned if it does not meet the requirements listed in the Event Registration Information letter.

(Select all that apply)

- Sheep Shindig Fun on the Bluff Independence Day Christmas Celebration

Select one of the following (see "Booth Divisions" section of the attached letter to determine which section you qualify for).

- Food vendor # of booth spaces _____ x \$100.00 per booth space x # of events _____ Total \$ _____
- Craft vendor # of booth spaces _____ x \$75.00 per booth space x # of events _____ Total \$ _____
- Artist # of booth spaces _____ x \$25.00 per booth space x # of events _____ Total \$ _____
- Lost Arts # of booth spaces _____ x \$40.00 per booth space x # of events _____ Total \$ _____
- Total due \$ _____**

PAYMENT (Visa, Mastercard, Discover, check, money order and cash payments accepted)

To pay over the phone with a credit card please call (816) 229-8980 x4.

Name on card: _____ Credit Card #: _____

Expiration date: _____ Billing zip code: _____

Registration forms and payment may be mailed to:

Jackson County Parks + Rec, Historic Sites & Outdoor Education. 22807 Woods Chapel Rd., Blue Springs MO 64015

Or Email: historicsites@jacksongov.org

Cash payments made be delivered with the completed form to:

Kemper Outdoor Education Center, 8201 S. Jasper Bell Rd., Blue Springs, MO 64015.

AGREEMENT

I hereby release Jackson County Parks + Rec department and its employees, representatives and volunteers from liability for accident, injury, or loss of any kind, which may arise out of my participation in this activity. I further understand and agree that I am participating in this event as a licensee and will abide by rules as stipulated by Jackson County Parks + Rec and its representatives. The County has full discretionary rights on approval of wares to be sold and appearance of display booths, materials and clothing of vendor.

SIGNED _____ DATE _____