



JACKSON COUNTY PARKS + REC
MISSOURI TOWN LIVING HISTORY MUSEUM
47th ANNUAL FALL FESTIVAL OF ARTS, CRAFTS & MUSIC
Saturday & Sunday, October 5th & 6th, 2024

EVENT REGISTRATION INFORMATION

Missouri Town Living History Museum, 8010 E. Park Rd., Lee's Summit, Missouri
(Please do not mail registration forms to this address)

Expected Visitor Attendance: Approximately 5000 visitors over the two-days of the event.

Important Dates:

Registration Deadline September 27, 2024 by 4:30 p.m.

Vendor Setup Friday, October 4th - 1:00 p.m. to 7:00 p.m.
Saturday, October 5th & Sunday, October 6th - 7:00 a.m. to 9:30 a.m.
(All vehicles must be in the parking area by 9:30 a.m. each morning of the event.)

Vendor Tear-down Sunday, October 6th
Park safety will determine when vehicles may enter the site to collect their supplies & equipment.
Typically that time will be 5:30 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 that attended in 2023 must submit payment and a completed registration form by
Food vendors only May 1, 2024 in order to receive exclusivity for their primary food product.

Vendor Attendance

Vendors are expected to operate their booth while the festival 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 festival grounds during the hours open to the public if authorized by Park Safety.

Security

Park Safety will be in attendance before, during and after the event. Vendors may leave their tent and products overnight. There will be people on-site during the overnight hours.

Electricity

Access to electricity is extremely limited and for that reason is only provided to a limited number of food 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 festival area is not permitted. Vehicles must park in the designated parking areas outside of the festival site. Vendors will have dates and times to set-up and tear down their booth spaces before and after the event.

Parking Passes

2 parking passes will be provided at no charge to craft, artist, and lost arts vendors. 5 parking passes will be provided to food vendors. During the event, those who do not have a parking pass will be required to pay full admission to enter. All vendors have the option to buy additional parking passes at \$5.00 per person. Parking passes are mailed the by the second week of September. If you do not receive your passes by September 16th, please contact Stephenie Thompson, Heritage & Museum Program Coordinator at (816) 229-8980 x4 or email slthompson@jacksongov.org.

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 festival is cancelled by Jackson County, a full refund will be given to all vendors. We are unable to reschedule the event if it is cancelled.

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.

The Fall Festival is a family friendly event. 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:* \$75.00
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:* \$175.00
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. The Fall Festival does 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:* \$50.00
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 the Fall Festival 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:* \$250.00
Criteria: Vendors that prepare and serve their food products at the event. Vendors in the food service area of the festival 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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EVENT REGISTRATION FORM

Name _____ Organization _____
Address/City/State/Zip _____
Phone# _____ Alternate Phone # _____
Email: _____
Product(s) offered _____

(All products offered at the Missouri Town Fall Festival of Arts, Crafts & Music 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 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 \$250.00 per booth space Total \$ _____
☐ Craft vendor # of booth spaces _____ x \$175.00 per booth space Total \$ _____
☐ Artist # of booth spaces _____ x \$50.00 per booth space Total \$ _____
☐ Lost Arts # of booth spaces _____ x \$75.00 per booth space Total \$ _____

Number of additional parking passes _____ x \$5.00 per pass 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 _____