

**RULES AND REGULATIONS
APPLE BUTTER FESTIVAL – 2021
ALL VENDORS PLEASE READ CAREFULLY**

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**NO TRADEMARK INFRINGEMENT WILL BE ALLOWED
MONITORING AND ENFORCEMENT WILL BE ON SITE THROUGHOUT EACH FESTIVAL**

The 2021 APPLE BUTTER FESTIVAL will be held on October 30th and 31st. The hours are 10:00am to 5:00pm daily. The city streets will be shut down to ALL vehicle traffic at 8:00 a.m. VENDORS you must be off the streets and to your parking area.

CITY HALL HOURS: City Hall will have extended City Hall hours the week of the festival

- Monday, 8 am to 5pm
- Tuesday, 8 am to 5pm
- Wednesday, 8 am to 5 pm
- Thursday, 8 am to 6 pm
- Friday, 8 am to 7 pm
- Saturday, 7 am to 6 pm
- Sunday, 8 am to 6pm

Starting thirty (30) days prior to the event you can pick up your packet at city hall M-F 8 am -3pm

If you do not have email, we will return your approved application in the mail, but you will still be required to check into City Hall before setting up your booth

*****APPLICATION:** The “Vendor, Food and Corporate Applications” can be down loaded and printed from cityofkimmswick.org, fill out and return it along with your payment or you can now pay on line look for the “pay here” tab in the appropriate amount made payable to the City of Kimmswick **We will be emailing your approved application along with the map/rules/regulations etc.**

You will need to come to City Hall to check in and receive your parking pass and booth number cards before setting your booth up. At this time someone can assist you with any questions, directions or concerns.

RATES: PLEASE CONFIRM YOU HAVE THE CORRECT APPLICATION

Crafter Spaces (vendor) are \$165.00, Food Vendors are \$265.00, and Corporate rates are \$530.00. Kimmswick Business License fee of \$30.00 per 10X10 spaces & a parking pass **is included in the price.** ALL FOOD PRODUCT AND SAMPLE VENDORS MUST HAVE A LICENSE THROUGH THE JEFFERSON COUNTY HEALTH DEPARTMENT. Their phone Number is **636-797-3737**, you will also need a copy of your Health Dept. License and Proof of Ins. of at least a 2 million dollar policy with Kimmswick Apple Butter Festival and the City of Kimmswick named as additional insured needs to be on file with the Festival Committee at least 2 weeks after you receive your confirmation. If you are cooking food, you will need to contact the ROCK COMMUNITY FIRE PROTECTION DISTRICT to see if you are required a permit please call **636-296-2211** for details and requirements

NO FOOD LICENSE WILL BE ISSUED LESS THAN 30 DAY’S PRIOR TO AN EVENT NO REFUNDS AFTER SEPTEMBER 1ST

PARKING: NEW VENDOR PARKING PLEASE CHECK MAP you window tag **MUST BE DISPLAYED**; you will not be allowed to park on any city streets. **Cars parked on the street will be towed!** You may set up starting on Wednesday prior to the festival. If you are renting a STREET SPACE, you CANNOT start to set up until after 3:00pm Friday. **IT IS STRONGLY ADVISED YOU NOT set up the day of the festival**, please keep in mind that you will have to move your vehicle off the street before 7:30am. You will need to unload your vehicle and then move it to the designated parking lots as soon as possible. If you need more parking there will be a \$5.00 fee for each vehicle which can be paid at City Hall until the lots are filled. There will be available parking at the Windsor School Campus and the Imperial Youth Association Field for a minimal fee. Handicap parking is at Windsor Elementary School. Please enter via Montebello Rd. Saturday and Sunday **YOU CANNOT LEAVE YOUR PARKING AREA BEFORE 5:00 PM OR WHEN THE STREETS HAVE BEEN DEEMED SAFE BY THE KIMMSWICK POLICE CHIEF! This is a very serious safety issue to our vendors, residents and visitors. YOU WILL RECEIVE A CITATION.**

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SPACES: Space size is 10X10, any tents, booths, tables or chairs are to be furnished by the licensee. You are to contain your merchandise into the space that you have rented. If you set your booth up in the wrong area you will be notified, however if you cannot be contacted or refuse to return the City of Kimmswick WILL move everything that is located in the wrong area, the City of Kimmswick, will not be responsible for damages done during the process. PLEASE CHECK AND DOUBLE CHECK YOUR SPACE LOCATION... WHEN IN DOUBT ASK. Someone will be happy to help. Booths are side by side and back to back. You will be sent a map with your space clearly marked. This is the only area you will be allowed to sell from.

GENERATORS: Generators will not be allowed except silent generators and by permission only. The Committee WILL removal of any generators not approved during the festival.

WET GROUNDS: If the grounds are wet the City will be putting straw down in the aisles only. You will be responsible for the purchase of straw for your individual booths at \$8.00 a bale so please plan accordingly as our supply may not be adequate enough for the aisles and booths area.

SET-UP/TEARDOWN: You will not be allowed to pull vehicles onto any of the booth areas (LOTS) to load/unload. Please do not block any driveways while you are loading or unloading. This rule is strictly enforced please plan accordingly; bring wagons, dolly's etc. to transport your inventory. You can park to UNLOAD only your vehicle will be monitored and may be ticketed if you leave you vehicle on the street while you set up! **POLICE OFFICERS WILL BE STONGLY ENFORCING THE RULES OF THE FESTIVAL FOR TEAR DOWN! IT DOES NOT MATTER WHERE YOU ARE PARK YOU DO NOT LEAVE YOUR PARKING SPACE UNTIL AFTER FIVE OCLOCK WHEN THE PD DEEMS IT SAFE THE CITY OF KIMMSWICK WILL NOW HAVE ONE WAY STREETS DURING OUR SET UP AND TEARDOWN TIMES...**

SALES TAX: Per the Missouri Department of Revenue. YOU ARE NOW REQUIRED TO HAVE A TAX ID NUMBER OR SOC SECURITY NUMBER ON FILE WITH THE CITY OF KIMMSWICK AND THE DEPARTMENT OF REVENUE. Each vendor will be responsible for collection and payment of Missouri Sales Tax Please contact the Missouri Department of Revenue 573-751-3505 We do send a report to the D.O.R.; however, it is your responsibility to contact them **prior to the events.**

SECURITY: Participants are responsible for their merchandise and equipment in case of loss or damage. The Festival Committee, The City of Kimmswick, its Officers, agents or employees shall be held free from and against all expenses, claims, actions, liabilities, attorney fees, damages, and losses of any kind whatsoever, actually or allegedly, resulting from or connected with the operation of said booths.

THE FESTIVAL COMMITTEE: has the right to refuse any vendors at any time before or during the Festival and request that they leave the premises

- NO illicit, illegal, sexual or profane items will be displayed or sold at any festivals.
- No selling from cardboard boxes/rubber tubs, all inventories is to be placed on tables and neatly displayed **boxes/tubs must be kept out of site, if under your table they must be covered.**
- Keep your area clean and free of debris, there are dumpsters throughout town, for your convenience, **please breakdown your cardboard boxes** before PLACING in the dumpster DO NOT PILE NEXT TO DUMPSTERS.
- Music will not be allowed your vendor booth without prior consent from the festival committee
- Generators will now be allowed by permission only. The committee will require the removal of any unauthorized generators.
- If any of the prior rules and regulations are not followed you will be asked to shut down your booth and leave the festival.

QUESTIONS: If you have any questions please e-mail us at info@cityofkimmswick.org we will get back to you as soon as possible, Any correspondence can be sent to

Apple Butter Festival, POB 27, and Kimmswick Mo. 63053.

MAKE CHECKS PAYABLE TO CITY OF KIMMSWICK

**IF YOU PAY ONLINE PLEASE MAKE SURE THE PAYMENT METHOD AND
NAME ON APPLICATION MATCH.**

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