

Harrisonville Parks & Recreation

SPRING CRAFT SHOW
Saturday, April 11th
10am-4pm

Harrisonville Community Center
(Jefferson Courtyard Banquet Rooms)

CRAFT VENDORS WANTED!

Booth Cost:

\$45 non-electric/\$50 electric

Vendor Applications Due By Sunday, April 5th

Spots Are Reserved On A First-Come, First-Served Basis

Vendor Packets Available Online Or At The HCC

For more info. contact Amy Fuller, @380.8980 ext. 5999



**HARRISONVILLE
COMMUNITY CENTER**

2400 Jefferson Pkwy Harrisonville, MO 64701
www.HPARKS.com | (816) 380.8980

"Let us be the best part of your day and first choice for Health, Fitness, & Fun!"

Harrisonville Parks & Recreation

CRAFT VENDOR APPLICATION

Harrisonville Parks & Rec., P.O. Box 367, Harrisonville, MO. 64701

(Approved vendors will be contacted by the coordinator; Payment will be due at that time)

Date of Application: _____

Name of Organization/Business: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Name of Event: _____ Date of Event: _____

Will items be sold? **YES** **NO**

If so, explain what items are to be sold: _____

Do you need access to an electrical outlet? **YES** **NO**

Booth Preference: (Circle One) Booth against the Wall Booth in the Middle No Booth Preference

If a patron requests information about your booth, may we share your contact information: **YES** **NO**

It is the responsibility of the vendor to provide supervision of their booth. All requests or directions of the Parks & Recreation employees shall be a condition of this application. Any violation of these rules can be grounds for immediate termination of your use of Harrisonville Parks & Recreation facilities. Applications should be submitted before the deadline of the requested event.



Please submit application in person, or by mail or e-mail

afuller@harrisonville.com

Harrisonville Parks & Recreation Dept.

P.O. Box 367, Harrisonville, MO. 64701.

If you have questions please contact Amy Fuller, Coordinator @ 816-380-8980, ext. 5999.

I do hereby agree to release all liability and claims against the Harrisonville Parks & Rec Department and agree to hold harmless, any liability against Harrisonville Parks & Rec, any sponsoring organization, facility, instructor and any other party involved due to injuries, accidents, negligence, or any other circumstances arising from participating in this program with respect to any time prior, during and after the activities, including participation in all related events. I understand that I may be photographed for publicity purposes.

Applicant's Name (please print): _____

Applicant's Signature: _____ Date: _____

Application Received By: _____ Date: _____

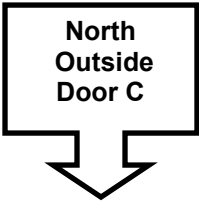


Spring Craft Show

Terms & Conditions for Vendor Booths

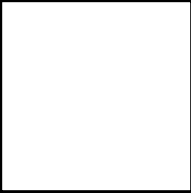
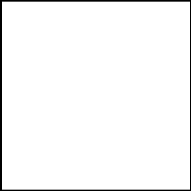
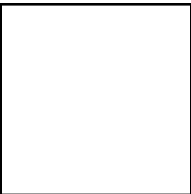
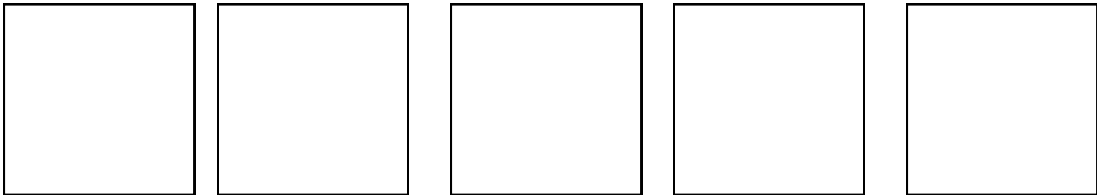
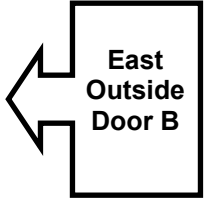
- All vendor products/services must meet at least one of the following criteria:
 - Homemade/Handcrafted Items
 - Items sold through a Home-Based Business
- Products/Services may be sold at this event.
- Harrisonville Parks & Recreation reserves the right to deny a vendor application based on the similarity of products with another vendor. All vendor applications are on a **First-Come, First-Serve** basis only. The Spring Craft Show is limited to 24 Vendors Only.
- Each vendor booth will consist of one 8'x4' rectangular table and a chair located in the **Jefferson Courtyard Room**.
- Each Booth space will be an approximate 10'x10' square area. We ask that vendors stay within that respected size of area.
- **Vendors may begin to arrive for set up no earlier than 7am on the morning of the event.**
- Booths are required to be ready by 9:45am. Vendors will be expected to stay for the entire event; event will be advertised to the public from (10am to 4pm).
- **Cancellation/No Show Policy:** If for any reason you are unable to attend the event, please contact Amy Fuller at 816-380-8980, ext. 5999 as soon as possible. Refunds will only be given if we are able to fill your booth space. Failure to show up for your booth on the day of the event without notification may disqualify you from future events and no refunds will be granted.
- Electrical Outlet use is only guaranteed for vendors that register and pay for an electric booth. Be sure to mark on your application if electricity is needed. Vendors will be required to supply their own extension cord (12' cord or longer is suggested)
- **Vendor Booth location will be assigned by the Events Coordinator:** Vendors may request a booth against a wall, a booth in the middle, or no preference. Requests are on a first-come, first serve basis. **Booth Location Requests are NOT guaranteed.**

Cost to reserve a booth space will be \$45 for non-electric OR \$50 for electrical access. To reserve your booth space, please submit your completed vendor application to the Harrisonville Community Center either in person, email, fax (816.380.8987) or by mail. Application must be received no later than the registration date. Booth space is limited to 24 vendors and is reserved on **first-come, first-serve basis only**. Once your application has been received you will be notified regarding whether or not your application has been approved; if your application has been approved then payment in full will be required. If you have any questions or would like more information, contact Amy Fuller @ 816-380-8980, ext. 5999, or by email, afuller@harrisonville.com



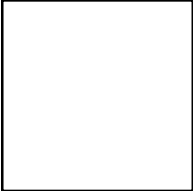
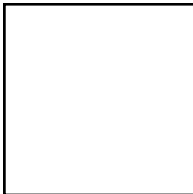
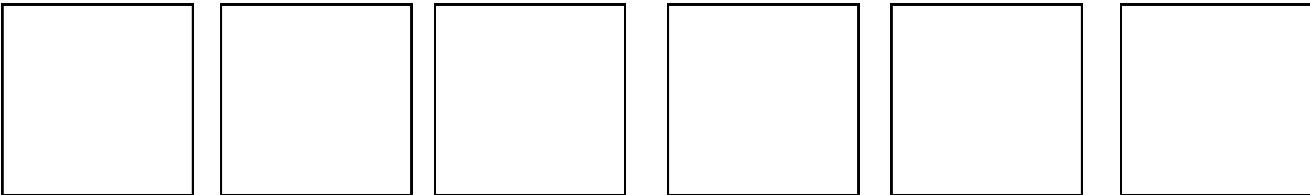
Concessions
Beverages & Snacks
Tables & Chairs

Harrisonville Community Center Spring Craft Show 2018 Booth Layout



Electricity is available at all booth spaces.

Cost: \$45 non-electric, \$50 electric



**1- 8'x4' Rectangle Table along with 1 Chair
Provided For Each Booth Space**

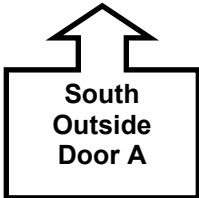
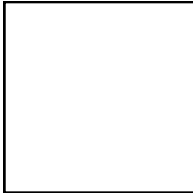
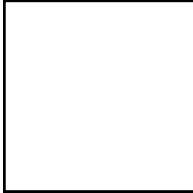
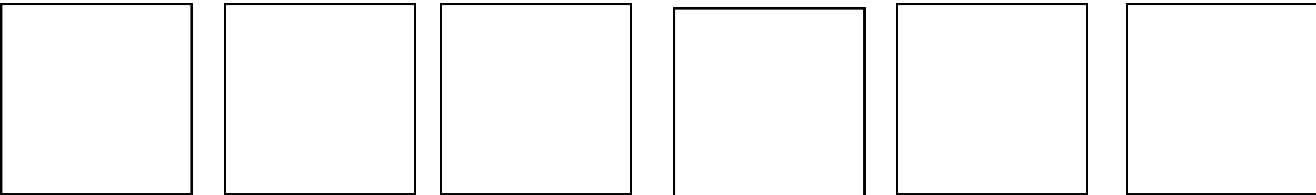


Diagram for viewing purposes only! Vendors may NOT request specific booth location. Booth Space will be assigned by Events Coordinator.