

OUTLAW DAYS

Richmond's Fall Festival
September 8th, 2018 • Richmond, Missouri

Dear Festival Exhibitor,

We are excited to announce the 7th Annual Outlaw Days. Richmond's Outlaw Days is a Wild West themed fall festival with something for everyone. The festival will feature a bank robbery reenactment of an actual bank robbery that took place in 1867 on the square in Richmond. The reenactment of this day time robbery that at the time was attributed to the James-Younger Gang is sure to attract people of all walks. The festival will also include a 5k/10k Run, Wild West Street Performances, a Bull Riding Event and a Grandstand Stage featuring live music. This event will take place Saturday September 8th, 2018. The festival committee is now preparing for this family-friendly, fun-filled event and wants to officially invite you to participate.

Booth rental space is assigned on a first come first serve basis. Exhibitors requesting a specified location will be asked to have payment and signed application submitted at the time of the request. We will do our best to accommodate your request, but we can make no guarantees. Confirmation and location of your booth rental will be mailed to you prior to the Festival.

Booth spaces are 15' x 15' and are \$50 each. The 15-foot depth is our maximum capacity due to planned festival events. If you need more than 15 feet, an additional booth space must be rented at \$50. Electricity is available at an additional cost, 110 v – 30 amp outlet for \$20, and 220 v – 30 amp four pronged outlet for \$30. No special arrangements will be made by the festival for any vendor. Please provide your own adapters if necessary. Please see our 2018 Vendor Registration Form for details.

Please note that all food vendors will be required to make a \$50 cleanup deposit with their application. Please write a **separate check** for the \$50 deposit amount to be submitted with your registration. The check will be voided at the conclusion of the festival unless the booth space is not returned to its original state.

We are enclosing a copy of the registration form along with the Outlaw Days rules.

Please do not hesitate to contact us if you need further assistance. Overnight accommodations can be made at these locations: **Super 8 Motel: (816) 776-8008** or **Rose Court Motel: (816) 776-7076**. **RV hook-ups** are available at the **Ray County Fair Grounds**. For more information on the Fair Grounds, contact Dean Richards at **(816) 776-5353**.

Sincerely,

The 2018 Outlaw Days Festival Committee

2018 OUTLAW DAYS VENDOR REGISTRATION FORM

Name (please print or type): _____ Phone: () _____

Street: _____

City: _____ State: _____ ZIP: _____ E-mail: _____

Description of items/services to be sold: _____

BOOTH RENTAL

Outlaw Days booth rentals are \$50 each and include a non-electrical 15'x15' space. 110 and 220 Volt electricity is available at an extra charge. Please indicate your requirements below.

Booth Rental: Number of booths requested _____ x \$50: \$ _____

Electricity: 110 V 30 Amps \$20 per plug: \$ _____

220 V 30 Amps (4 pronged outlet) \$30: \$ _____

(Adapters for other outlet types are not available. Please bring your own adapter if necessary.)

TOTAL AMOUNT: (Checks payable to Richmond Outlaw Days) \$ _____

FOOD VENDORS: A \$50 refundable deposit is required to ensure proper clean up. Please include a **SEPERATE CHECK** to be voided as you leave the festival. Complete details on instruction page.

CONTRACT AGREEMENT

The exhibitor will assume responsibility for his/her own exhibit and agrees to relieve the Outlaw Days Festival Committee and the City of Richmond of liability for any damages beyond due care, including claims for loss, damage, or injury. The exhibitor is responsible for insurance on his/her merchandise and equipment at his/her own expense. This agreement includes public liability and/or comprehensive general liability.

The exhibitor is solely responsible for the selling of his/her items and other conduct of business. The exhibitor is solely responsible for his/her person and property during said exhibit. The exhibitor is responsible for collecting and reporting any/all applicable sales tax.

THE EXHIBITOR AGREES TO KEEP THEIR BOOTH OPEN AND OPERATIONAL UNTIL 4PM THE DAY OF THE EVENT. NO CARS OR TRUCKS WILL BE PERMITTED INSIDE THE BARRICADED AREA PRIOR TO 4PM DUE TO THE SAFETY OF ATTENDEES.

The application for entry constitutes an agreement on the part of the exhibitor that he/she accepts the above statements as detailed.

The Outlaw Days Festival Committee reserves the right to refuse/cancel any registration in violation of this contract agreement.

The exhibitor understands and agrees there will be absolutely **no refunds** given by the Outlaw Days Festival for inclement weather or any other reason. **Post-dated checks will not be accepted.** By signing this contract the exhibitor states that they have read and agree with the terms listed on this form and the 2018 Exhibitor Rules and Regulations.

Signature of Exhibitor

Date



Please return this registration form with payment to:
Outlaw Days Booth Registration
104 W. North Main Street • Richmond, MO 64085
(816) 776-6916 • director@richmondchamber.org

2018 EXHIBITOR RULES & REGULATIONS

The 6th Annual Outlaw Days will be held Saturday, September 8th, 2018 with numerous events planned. General rules for exhibitors are as follows:

- Booth spaces will be located in downtown Richmond around the Courthouse and on adjoining streets. Traffic will be blocked beginning at 4:00 p.m. on Friday, September 7th. Vendors will be allowed to set-up from no earlier than 4:00 p.m. to 10:00 p.m. *No exhibitors will be allowed to set up after 10 p.m.*
- **Outlaw Days hours are Saturday, September 8th, from 8 a.m. to 4 p.m.**
- Exhibitors must be set up by 8:00 a.m. on Saturday. Spaces will be marked and a committee person will be available for assistance Friday evening and Saturday morning. Do not take down booths before 4 p.m. on Saturday.
- All vehicles not involved in the booth must be moved off the square during the festival hours.
- Booth rentals are 15-feet wide and 15-feet deep. The charge for this space is \$50. If your vendor space takes up more than 15-feet, you will be charged for an extra booth space of \$50.
- Electricity is available at an extra cost. Electrical hook-ups are limited to food vendors and vendors needing 110 v for their merchandise (i.e., iron-on transfers, engraving, etc.). 220 v-30 amp receptacles are available using a 4 pronged outlet for food vendors. Please provide your own adapter and extension cords if necessary. Cords and adapters that are in disrepair or deemed unsafe by festival staff will not be allowed to connect to the power outlets. Electrical hook-ups are limited and available on a first come, first serve basis. Electricity for outdoor lighting is not available. No special arrangements will be made by the festival for any vendor. **PLEASE PROVIDE YOUR OWN ADAPTORS IF NECESSARY. POWER BOARDS CAN NO LONGER BE ALTERED TO ACCOMIDATE DIFFERENT PLUG- INS.**
- Exhibitors must furnish their own table, chair, tent, etc., and all items must stay within bounds of your 15-foot space. No additional room will be allowed for exhibitors that work from vehicles. If your vehicle is larger than the booth space, additional spaces will need to be purchased.
- Due to continuing problems with clean up, a \$50 deposit is required for all food vendors. Please write a **separate check** for that amount. At the completion of the festival, each booth space will be inspected by a Festival Committee Member. If the space is in the same state it was upon arrival, the deposit will be refunded. If the area is not clean, the check will be kept and used for cleanup costs. This will include any area behind the booth that the vendor used for working/cooking. Trash containers are located throughout the festival area. Large dumpsters will be available at designated locations. Please collapse empty boxes before putting them in the dumpsters and stack filled trash bags next to the dumpsters. Clean up crews will be around to remove them periodically.
- Booth rental fee (and any applicable electrical hook-up fees) must be paid at time of registration. No post-dated checks will be accepted. Applications received without payment will not be processed. Registration, signed contract and payment (also a \$50 deposit for food vendors submitted as a **separate check**) should be mailed to: **Outlaw Days Booth Registration, 104 W. North Main Street, Richmond MO 64085**. The Chamber of Commerce will not be held responsible for lost or misdirected mail.
- Booth verification and location will be emailed or mailed to all exhibitors who register as soon as possible after they are received. Anyone registering the week of the festival will be directed to his/her booth location upon arrival at the festival by a committee member.
- The Outlaw Days Committee reserves the right to exclude or limit certain types of exhibitors/vendors. At no time shall an exhibitor display (for sale or otherwise) materials which in the sole judgment of the festival committee, shall be deemed obscene, dangerous or unlawful. Expressly prohibited are items including, but not limited to the following: Drug paraphernalia or merchandise bearing pictures of drugs/illegal substances or foul language, dangerous sharp objects, butterfly knives, or any knife other than kitchenware, throwing stars, guns, toy guns, water guns, brass knuckles, disruptive and/or obnoxious toys such as stink bombs and “smoking” fake cigarettes. Any vendor displaying these items will be asked to remove them from their display or will create forfeiture of his rights and privileges of this contract.
- **NO PETS WILL BE ALLOWED INSIDE THE BARRICADES DURING FESTIVAL HOURS PER A RICHMOND CITY ORDINANCE. THIS INCLUDES PETS BROUGHT BY VENDORS.**

Thank you for participating in Outlaw Days we hope that your time here is profitable and enjoyable!