

**28th Annual Roots Festival
Friday August 25, 2017 and Saturday August 26, 2017**

Food Vendor Guidelines and Rules

The Paola Roots Festival Committee would like to extend you the invitation to be part of our yearly celebration.

APPLICATION:

- Ø The application must be filled out completely or it will not be considered.
- Ø All money must be paid in full at the time of application. **NO PERSONAL CHECKS.**
Money order or cashier's check only – payable to Paola Roots Festival.
- Ø Food Vendors must provide a certificate of insurance for a minimum of \$100,000.00 general liability insurance naming Paola Roots Festival as additional insured or certificate holder.
- Ø It is possible that your application for this festival will not be accepted, as space is limited and we want to provide a variety of food vendors for the patrons to choose from. If your application is not accepted your money will be returned to you.
- Ø Deadline for applications is July 15, 2017. There is a late fee of \$25 (due with application) for any submitted after July 15, 2017. Absolutely no refund if your application is accepted. You will receive confirmation by letter or by phone call.

REQUIREMENTS:

- Ø All vendors must supply pictures and an itemized menu of items for sale. No vendor is allowed to sell any item that has not been identified on the vendor application without authorization from the Paola Roots Festival.
- Ø Ice will be sold at the Festival for you to purchase.
- Ø All state food safety and sales tax rules must be followed by food vendors.
- Ø No PETS, microphones, bullhorns or loud speakers allowed.
- Ø Each Food Vendor booth will get 4 wrist bands, which allow booth workers free entrance to the festival for the weekend. **THESE WRIST BANDS MUST BE WORN AND NOT PASSED FROM PERSON TO PERSON.** If the wrist band is not on the wrist, you will be asked to pay before entering the festival.

BOOTHS:

- Ø We **will not** accept booth location requests. The Paola Roots Festival reserves the right to assign booth spaces and alter booth spaces as deemed necessary.
- Ø We offer two booth sizes (15' x 25' and 15' x 35'). Trailer measurements are from the tip of the towing tongue to the tip of the opened door (if the access door is on the end of the trailer). **DO NOT EXCEED YOUR SPACE LIMITATION.**
- Ø All booths must remain up and manned during the event and cannot be taken down or removed prior to 10:00 pm on Saturday night. Violation of these rules will jeopardize future participation. If foot traffic is still heavy at 10:00 pm, no vehicles will be allowed in until it is deemed safe by the Committee to do so.
- Ø Electrical hookups are available. Any cord rejected by the Fire Marshall will be the Vendor's responsibility. Any booth that continuously blows circuit breakers will be disconnected.
- Ø Additional electrical connections will be provided for an additional charge. The booth holder will be responsible for providing their own electrical cords (U.L. Rated) and lighting. All electrical codes must be met by the booth holder.

SET UP:

- Ø Food Vendor's check-in will be Thursday night after 8:00pm and or Friday morning at 7:00 am, no later than 10:00 am unless prearranged with Woody Farmer (Cell 913-731-8527) on or before August 22, 2017.
- Ø Check-in will be at the **Northwest corner of the park square (Silver St. and Peoria St.)**
- Ø Limited space in the Park Square mandates NO PARKING of any support vehicles on the square throughout the festival with the exception of loading and unloading of concession trailers/canopies. Those not complying will be towed at the owner's expense.

TAKE DOWN:

- Ø Booths must be taken down and area cleaned up by 8:00 am Sunday.
- Ø Food Vendors are responsible for all grease and oil clean up and removal from the celebration area. Vendors leaving a soiled area will not be invited back.
- Ø All booth workers are responsible for removing any trash in and surrounding their booth. All trash must be disposed of in trash cans or by stacking next to trash cans if they are full.

The Paola Roots Festival Committee reserves the right to change said guidelines and rules at anytime prior to and during the festival period for safety issues. Violation of the rules and regulations will be in default of the license agreement. Results may be immediate expulsion, closure and denial of participation in future celebrations. No refund will be given.

Regards,
The Board of Directors
Paola Roots Festival

Roots Festival Food Vendor Application

This application is for a revocable license to use space at this year's Paola Roots Festival that will be held on August 25th and 26th of 2017. Return the application along with your money order/cashier's check made payable to Paola Roots Festival and your certificate of insurance before July 15, 2017. This application cannot be processed without your certificate of insurance and money. By making application, you agree to abide by the rules and regulations, which accompany this application as set forth by the Committee.

By signing the application you are acknowledging that you have read and fully agree to be bound by the guidelines and rules of this event. Unsigned applications will not be accepted.

There is a late fee of \$25 (due with application) for any application submitted after July 15, 2017.

Absolutely no refund if your application is accepted.

Booth sizes (check one):

15' x 25' = \$400

15' x 35' = \$525

Trailer measurements are from the tip of the towing tongue to the tip of the opened door (if the access door is on the end of the trailer). **DO NOT EXCEED YOUR SPACE LIMITATION.**

Electrical Requirement:

20 amp circuit (one free with booth rental)

Additional: 20 amp circuit (120v) = \$25

30 amp circuit (120v) = \$40

50 amp circuit (240v) = \$65

Roots Festival Contact Person:

Woody Farmer 913-731-8527

wfarmer@ruralwater2mico.com

Additional power must be supplied by vendor with a quiet generator approved by Roots Festival.

Send application, insurance certificate and money order/cashier's check to:

Paola Roots Festival

Woody Farmer

610 Poplar Ridge

Paola, KS 66071

Waiver of Liability: In consideration of your accepting this application, I, the undersigned, intending to be legally bound, hereby, for myself, my heirs, my business, executors and demonstrators, waive and release any and all rights and claims for damages I or my business may have against the Paola Roots Festival, City of Paola, the county of Miami County, KS, the Paola Chamber of Commerce, the Paola Roots Festival sponsors, KCBS, their representatives, successors, and assigns for any and all injuries suffered by myself, my business, or my guests in the event. Further, I hereby grant full permission to the event organizers and/or agents authorized by them, to use any photographs, videotapes, recording or any other record of the event for any legitimate purpose.

Violation of these rules and regulations will be in default of the agreement and will result in immediate closure, expulsion, and denial of participation of following year's event. NO REUNDS.

Please type or print

Business Name: _____

Contact Name: _____

Address (no PO Boxes): _____

Phone : _____

E-mail: _____

E-mail: _____

Support Vehicle: _____

Tax EIN: _____

License Plate (required): _____

Signature: _____

Date: _____

Circuit Examples

20 amp (120v) GFI



30 amp (120v)



50 amp (240v)

