

COMMERCIAL BOOTH APPLICATION

September 5,6,7 2024

Please fill out the application completely prior to submission to the committee. (Please Print)

This application is for a revocable license to use space at the Johnson County Old Settlers Celebration. **Hours of operation: Noon to 10:00pm Thursday, 10:00 am to 10pm Friday and Saturday.**

Please return this application along with your check for the full amount made **payable to the Johnson County Old Settlers Association** along with your Certificate of Insurance **before May 15, 2024.** If your application is approved, a packet of information about your location, logistics on setup and teardown, maps, etc., will be sent to you in July, once the Committee completes the layout. If your application is not accepted, your money will be refunded immediately. No refunds will be made after July 15. The Johnson County Old Settlers Association reserves the right to assign booth spaces and alter layouts as deemed necessary. One organization per space. Electricity is provided, one 15-amp outlet. Vendor shall provide their own U.L.C. rated 12-gauge extension cord of at least 100' in length. All outlets are 120V. All Federal, State and Local laws governing retail sales tax must be followed. Tax packets will be provided at the event.

A Certificate of Insurance naming Johnson County Old Settlers Association as a certificate holder for a minimum of \$1,000,000 General Liability Insurance is required and must be received before your application can be processed. If you do not currently have such a policy, you may purchase insurance thru our insurance company for \$100.00, this amount needs to be included in your payment to Johnson County Old Settlers Association.

Organization or Company Name (Please print)

Contact Person (Please print)

Complete Mailing Address (no P.O. Box) (Please print)

E-Mail (Please print)

Cell Phone

Business Phone

(Please indicate tent _____ trailer _____ (total length of trailer including tongue)

10x10 _____ \$475.00 10x20 _____ \$950.00 10x30 _____ \$1425.00 Insurance _____ \$100.00

Total _____ (There will be a \$35.00 fee on all returned checks.)

DESCRIBE EVERYTHING TO BE SOLD, DISPLAYED AND OR GIVEN AWAY:

All drawing and giveaways must be drawn and given away prior to 7:30pm., Saturday. Names of winners and addresses must be submitted to Johnson County Old Settlers Information Booth prior to 7:45 pm, so that winners' names can be announced from the stage.

I CERTIFY THAT I HAVE READ AND AGREE TO ABIDE BY ALL RULES AND REGULATIONS SET FORTH IN THIS APPLICATION AND ATTACHED DOCUMENTS BY THE JOHNSON COUNTY OLD SETTLERS ASSOCIATION, INC.

X

Signature of applicant

Date

**Mail Application, Insurance and Payment to: Johnson County Old Settlers Association
13505 S. Mur-Len STE 105 Box #165
Olathe, Kansas 66062-1600**

Contact Pam Hall for questions at 816-835-2391 or email bphall1004@gmail.com

FOR OFFICE USE: Date Received _____ Check# _____ Cash _____

Amount _____ Booth # _____ Confirmation emailed _____

JOHNSON COUNTY OLD SETTLERS ASSOCIATION, INC.

13505 S. Mur-Len Ste 105 #165

Olathe, Kansas 66062-1600

These Rules and Regulations must be posted & remain in the booth during operating hours.

1. THE APPLICATION MUST BE FILLED OUT COMPLETELY OR IT WILL NOT BE CONSIDERED.
2. All fees must be paid in full at the time of application. **NO REFUNDS AFTER JULY 15, 2024.** After August 1st, payment must be made by cashier's check, money order or cash.
3. Insurance – Each vendor shall, at their own expense, obtain and keep in force until completion of the event a commercial general liability insurance policy with liability limits equal to or greater than \$1,000,000 each occurrence. Vendor shall provide a certificate of insurance to Johnson County Old Settler's Association evidencing such coverage. Such certificate shall name Johnson County Old Settler's Association as a certificate holder.
4. **ALL BOOTHS MUST BE ANCHORED WITH ROPES AND WEIGHTS; WE SUGGEST A MINIMUM OF 50 lb WEIGHTS ANCHORED ON EACH CORNER OF THE BOOTH. YOU MAY USE SAND BAGS, WATER OR WEIGHTS MADE SPECIFICALLY FOR TENTS, YOU MAY NOT USE STAKES, NAILS, SCREWS OR ANY OTHER OBJECT TO ANCHOR YOUR BOOTH TO THE GROUND OR ASPHALT, FOR THOSE ON THE GRASS YOU MAY NOT USE ANY MATS OR RUGS. USE OF THESE ITEMS MAY RESULT IN YOUR REMOVAL FROM THE EVENT.**
5. Indemnification – Vendor shall indemnify, Save and Hold Harmless Johnson County Old Settler's Association and its agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including reasonable attorney's fees) arising out of injury to person (including death) or damage to property or any other injury, claim, damage, loss, cost or expense arising from the event performed by vendor including, but not limited to any negligence, act or omission of vendor. This is a rain or shine event; no refunds will be made due to weather related issues.
6. The hours of the festival shall be Noon to 10:00pm on Thursday; 10:00am to 10:00pm on Friday and Saturday. ALL BOOTHS MUST REMAIN UP & MANNED during the hours of the event unless otherwise authorized by the committee.
7. NO VEHICLES, except emergency vehicles, will be allowed in the area between 9:30 a.m. to 10:00 p.m. Prior to 9:30 a.m. all delivery vehicles entering the area must display the entry permit on the rear-view mirror. On the day of the parade, deliveries to the booth must be done prior to 8:30 a.m. No vehicle will be allowed inside the permit area after 8:30 a.m. on Saturday. There will be no exceptions to this rule. No 4 wheel or 3 wheel, golf carts or other motorized carts will be allowed to be used by the vendors in the permit area without prior approval from the Grounds Committee Chairman.
8. Booth operators may set up any time AFTER 6:00 pm on Wednesday, and before 9:00 am on Thursday morning, all vehicles must be .out of the event area by 9:30am. Please do not come prior to 6:00pm as booth spaces will not be available!
LOAD OUT- On Saturday evening, - NO VEHICLES WILL BE ALLOWED IN THE AREA UNTIL AFTER 10:00 PM. ANYONE WISHING TO LEAVE EARLY MUST CARRY OUT. ALL ITEMS IN THE BOOTH MUST BE PACKED UP AND READY TO MOVE OUT BEFORE BRINGING YOUR VEHICLE INTO THE AREA. BOOTH OPERATORS MUST CHECK OUT AT THE EVENT TENT, ALL TRASH, BOXES, MUST BE REMOVED, THERE ARE DUMPSTERS AVAILABLE NEAR THE AREA. BOOTHS MUST BE REMOVED BY 2:30 AM. ANY ITEMS LEFT WILL BE TRASHED!! (NOTE: IF FOOT TRAFFIC IS STILL HEAVY AT 10:00 P.M. NO VEHICLES WILL BE ALLOWED IN UNTIL IT IS DEEMED SAFE BY THE COMMITTEE TO DO SO.)
9. **CRAFT VENDORS ONLY AT LEAST 95% OF ALL CRAFT ITEMS MUST BE HANDMADE BY THE CRAFT VENDOR AND LISTED ON THE APPLICATION. NO COMMERCIAL, WHOLESALE, IMPORTED OR RESALE ITEMS ARE ALLOWED, THOSE ITEMS MUST BE SOLD IN THE COMMERCIAL AREA. IF A COMMITTEE PERSON FINDS THESE ITEMS IN YOUR BOOTH YOU WILL BE ASKED TO REMOVE THEM, IF A VENDOR REFUSES TO CORRECT THE PROBLEM THEY WILL BE REMOVED FROM THE ARTS AND CRAFTS AREA.**

10. IN ORDER TO PROVIDE A SAFE ENVIRONMENT FOR THE JOHNSON COUNTY OLD SETTLER'S FESTIVAL, THE JOHNSON COUNTY OLD SETTLER'S ASSOCIATION AND THE CITY OF OLATHE BY ORDINANCE PROHIBIT THE SELLING, MANUFACTURING, PURCHASING OF GUNS AND KNIVES TO INCLUDE (BUT NOT LIMITED TO) METAL KNUCKLES, THROWING STARS, MARTIAL ARTS FIGHTING STICKS AND WEAPONS, SWITCHBLADE AND SPRING LOADED KNIVES, BUTTERFLY KNIVES, DAGGERS, STILETTOS, AIR GUNS, OR ANY OTHER DANGEROUS OR DEADLY WEAPON OR INSTRUMENT OF LIKE CHARACTER INCLUDING REPLICA WEAPONS OF ANY KIND. ALSO PROHIBITED ARE ANY ITEMS OR WEAPONS THAT FIRE OR PROPEL PROJECTILES OF ANY KIND TO INCLUDE SLING SHOTS, POTATO GUNS, MARSHMALLOW GUNS, RUBBER BAND GUNS, SILLY STRING CONTAINERS, BOWS AND ARROWS. ALSO LASER POINTERS, DRUG PARAPHERNALIA OR ANY SIMILAR RELATED ITEMS. NO TOBACCO PRODUCTS MAY BE SOLD. THIS IS NOT AN EXHAUSTIVE LIST, BUT RATHER A REPRESENTATION OF THE KINDS OF WEAPONS AND ITEMS THAT ARE NOT ALLOWED WITHIN THE PERMIT AREA.

11. Booths are sold by 10 x10 spaces, electricity is included and provided by the Johnson County Old Settler's Association. The Association does not provide tents, tables, chairs, electrical cords, lighting, etc. All electrical codes must be met by booth operator, booth operator will be held legally and financially responsible for electrical misuse. The Association shall have the right to disconnect any booth that continues to blow circuit breakers owned by Johnson County Old Settler's Association. No booth shall be allowed to make "tap ins" into light poles or buildings. The Johnson County Old Settler's Association reserves the right to shut down the generators commencing at 10:30pm each night or by order of the Fire Marshall in the event of inclement weather or other causes deemed necessary for the safety of all. No water is provided by Johnson County Old Settlers Association.

12. All walkways in front of, at the sides and behind the booth MUST remain open at all times and free of debris. Please use dumpsters to dispose of trash. Storage of materials must be contained inside the booth. No signs shall be put in the aisles or walkways, no fans shall be outside the booth and accessible to the general public. All booth displays must be in good taste and in general good conditions.

13. Smoking shall not be permitted in tents, canopies or membrane structures per the Olathe Fire Dept.

14. NO ANIMALS (WITH THE EXCEPTION OF A CERTIFIED SERVICE ANIMAL) WILL BE ALLOWED IN THE EVENT AREA DUE TO LIABILITY ISSUES.

15. All vendors will receive confirmation packets by mail that will include booth assignments, entrance permits, a map and specific directions regarding load in. We ask that you comply with these directions to avoid any conflict. Packets will be mailed by July 15th.

ELECTRICAL REQUIREMENTS;

110-volt circuits will produce 1500 watts. This is a 15-amp circuit. To determine how many circuits, you need total your wattage and then divide by 1500. This will tell you how many circuits you will require to operate your electrical equipment.

All 110-volt cords must be at least 12-2 with ground, good ends and insulation or you will not be allowed to plug into the electrical panels. You will need 100' or more of extension cord. There will be no exception to the requirements, over current protection breakers for 240 volts will not exceed wire size ampere rating.

THESE RULES AND REGULATIONS ARE IN PLACE TO PROVIDE SAFETY AND CONFORMITY FOR ALL. PLEASE SHARE THESE RULES AND REGULATIONS WITH YOUR CO-WORKERS. THE PERSON WHO IS THE CONTACT PERSON FOR YOUR BOOTH ON THE APPLICATION IS THE INDIVIDUAL WHO WILL BE HELD RESPONSIBLE FOR ANY VIOLATIONS OF THESE RULES/REGULATIONS.

VIOLATORS OF THESE RULES AND REGULATIONS WILL BE IN DEFAULT OF THE APPLICATION AGREEMENT. RESULTS MAY BE IMMEDIATE EXPULSION AND/OR RESULT IN DENIAL OF FUTURE PARTICIPATION IN THE JOHNSON COUNTY OLD SETTLER'S FESTIVAL.