**RAILROAD DAYS**

**October 3, 2020**

***10:00 am – 5:00 pm***

**Location: Bruer Park 800 Smith Street Truesdale, MO 63380**

**VENDOR APPLICATION/CONTRACT**

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business/Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of goods/services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\* NON-PROFIT ORGANIZATIONS PLEASE CONTACT THE TRUESDALE CITY HALL AT**

**636-456-3166 PRIOR TO COMPLETING THE APPLICATION/CONTRACT.**

**Please check all that apply**

* Non-profit organization
* 10 x 10 unfurnished space $25.00 (nonrefundable) # of spaces: \_\_\_\_\_\_\_\_\_\_\_
* Add electricity $10.00 (per space) # of spaces with electricity: \_\_\_\_\_\_\_\_\_

\*spaces with electricity are limited and will be on a first come first serve basis

**$\_\_\_\_\_\_\_\_\_\_\_\_\_\_TOTAL AMOUNT DUE WITH APPLICATION**

**Would you like to donate an item to our raffle? You will be added to our social media advertising with the other raffle items. If so, please give a description of the item, along with a picture (description and picture can be emailed to** **elsa.smith-fernandez@truesdalemo.org** **and raffle prizes can be dropped off at Truesdale City Hall prior to the event) YES, I would like to donate a raffle item.**

**I have received, read, and understand the vendor application/contract information that has been provided to me about the 2020 Railroad Days.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature**

**DATE/TIME REC’D: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PYMT TYPE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

** RAILROAD DAYS **

**Warren County National Night Out**

**One Day, Two Events**

**VENDOR APPLICATION/CONTRACT INFORMATION**

**October 3,2020 10:00am -5:00pm**

**PLEASE READ CAREFULLY: Vendor participation will be associated with the Railroad Days Event.**

1. **Railroad Days is a one-day event.** Vendor Set-up will be permitted at 7:00 am on the day of the event and must be completed by 9:30 am.
2. **The participation fee is $25.00 per 10x10 unfinished outdoor space.** Vendors are responsible for providing their own tables, chairs and canopy (if desired); **CANOPIES MUST BE APPROPIATELY WEIGHTED.** Vendors are responsible for their own set up and breakdown. **No early breakdown will be permitted (Breakdown time**

**5 pm). At the end of the event, spaces will need to be cleared of any trash or debris.**

1. **There will be spaces with electricity available for $10.00 (in addition to the $25.00 10x10 unfinished space fee).**  Spaces with electricity are limited and will be assigned as the applications are received, on a first come first serve basis.
2. **The Vendor is responsible his/her own merchandise and sales.** The Central Missouri Railroad Association and/or The City of Truesdale is not responsible for theft, damages, rain, loss of work or personal injury.
3. **Railroad Days is scheduled RAIN OR SHINE.** Please bring proper covering to protect your items in case of rain. Be prepared to cover up and wait for the rain to end. **THERE IS NO RAIN DATE FOR THE EVENT.**
4. **Payment options include check, cashier’s check, money order, cash, credit or debit card.**  **Payments will be processed as soon as they are received, NO REFUNDS WILL BE GIVEN.**
* Checks should be made payable to City of Truesdale, please include Railroad days in the memo line and send to: City of Truesdale

 109 Pinckney Street

 Truesdale, MO 63380

* If paying by credit or debit card there will be a $2.00 handling fee added to payments up to $50.00. If payment is more than $50.00 there will be a 4% handling fee. To pay by credit or debit card call the City of Truesdale at 636-456-3166 and payment can be made over the phone.
1. **If application and payment is not received prior to the event there will a non-compliance fee of $20.00 (in addition to the vendor application fee of $25.00).**

**All questions can be directed to the City of Truesdale at 636-456-3166.**

**More information will be provided as we get closer to the event.**

**Please retain this sheet for your information and return the enclosed application.**