

33rd Annual Southside Fall Festival

September 16, 17 & 18, 2022

Theresa Davis, Booth Coordinator

(816) 273-7206

ssffboothinfo@yahoo.com

Dear Applicant:

The Southside Fall Festival Committee is gearing up for the 33rd annual festival! As booth coordinator, I am inviting you to apply for a booth space at our festival which will be held on September 16, 17 & 18, 2022.

Festival hours will be:

Friday, September 16, noon to 9:00 p.m.

Saturday, September 17, 10:00 a.m. to 10:00 p.m.

Sunday, September 18, noon to 5:00 p.m.

Grand Opening Ceremony, Friday, September 16, 6:00 p.m. @ the Gazebo Fireworks

Friday, September 16, 9:00 p.m.

This family-oriented festival will feature craft and food vendors, games and activities for children and the young at heart and a wide variety of entertainment. Our goal is to provide a quality event for everyone. Dates and times for entertainment will be available later. The Southside Fall Festival features a Grand Marshall(s), parade, baby contest and Southside Royalty. The parade will be held Saturday, September 17, 2022, starting time will be 10:00 a.m. For additional information regarding the parade please contact Della Smith @ ssffparade@yahoo.com or (816) 244-0643.

Applications will be e-mailed and those applicants that do not have access to a printer, please reply via email or call to let me know and I will be happy to email you the application packet. Read all paperwork thoroughly and keep a copy for future reference. Print and return only the application. Please be sure the application is filled out completely. You may mail or deliver to address listed on application. Required photos are to be sent with application. All applications must be received no later than July 31, 2022. Although we have a deadline, it would be beneficial to have your application submitted early. Please include a return address on the front of the envelope. Applications will not be accepted without proper postage and a return address.

All applications will be juried upon receiving and all decisions made are final. Juried results will be confirmed by sending a letter by e-mail or through the U.S. postage service. If accepted, no booth or electrical fees will be refunded if cancellation is made less than 30 days prior to the festival.

If you have any questions regarding any of the above information or anything within any of the additional information you have received, please call, or e-mail the booth coordinator. ssffboothinfo@yahoo.com or ssffinfo@yahoo.com.

It is strongly urged that all vendor applicants call or use e-mail to communicate with the booth coordinator. Thank you for continuing to make the Southside Fall Festival a great success! We look forward to seeing you.

Theresa Davis, 2022 Booth Coordinator.

33rd Annual Southside Fall Festival

September 16, 17 & 18, 2022

Theresa Davis, Booth Coordinator

(816) 273-7206

ssffboothinfo@yahoo.com

Festival Rules & Regulations

1. There are only (3) types of booths allowed to participate: Craft, Food & Kid. Craft and kid booths are \$125 per space (16 x 16), Food booths are \$225 per space (16 x 16, includes (1) 110-volt 20-amp circuit). Electricity fees: 110-volt 20-amp circuit @\$10 each; 220 volts 30- or 50-amp circuits @ \$10 each.
2. All merchandise must be handmade by you the vendor not manufactured by hand. This means absolutely no WHOLESALE (re-sale), Imports, Kits, or Resin items allowed. Only items listed on your application form that have been approved are to be sold from the booth. If you have an item(s) that is questionable, we have the right, and will do so, by asking you to remove the item(s) from your booth. Spray can merchandise (of any form) confetti eggs (or any type of similarity), mouth pieces of any kind, guns and any other form of weapons or any items that are considered hazardous and unsafe for any age is strictly prohibited.
3. All applications must be postmarked and mailed directly to the address indicated on your application or delivered to the address on your application no later than July 31, 2021. DO NOT GIVE OR MAIL YOUR APPLICATION TO ANY ONE OTHER THAN THE BOOTH COORDINATOR. All applications must BE COMPLETELY FILLED OUT AND INCLUDE REQUIRED PHOTOS. Applications will NOT be accepted without a return address on outside of envelope.
4. Applications cannot be copied, duplicated, or transferred to another applicant.
5. All names of individuals sharing a booth must be listed on the application form. The Southside Fall Festival reserves the right to limit the number of individuals sharing a booth.
6. Vendors will not be allowed to have another individual work within their booth that collect funds separately.
7. For any kid booth vendor that will have live animals involved, will be the vendor's sole responsibility to contact Kim Hurt with the City of St. Joseph. Her phone # is 816-271-4757 or e-mail her at khurt@stjoemo.org to purchase a permit prior to the festival. You must have this process completed one month prior to the festival.
8. All water requests must be made at the time application is submitted. Continuous water supply is limited. Please be specific in identifying your water requirements, whether it is continuous and for what purpose, periodic or whether you will be furnishing your own water supply.

9. All electrical requests must be made at the time application is submitted. Be specific, as **No additional power will be added at time of set-up.**
10. **All electrical cords must be no lighter than 16-gauge wire.** Only 3-pronged grounded cords will be permitted to be plugged into outlets. Cords across walkways are prohibited. Extension cord wire gauge must be sufficient for amp-age load. If you have any type of heavy-duty equipment that will pull more than 20 amps per plug, you will need a 12-gauge cord. Otherwise, a 16-gauge cord will be fine. Cord length depends on needs and amp usage. Please tag your cords for proof of ownership.
11. It will be the sole responsibility of the vendor to have all equipment in working condition to plug directly into the outlets made available. City employees and festival volunteers are not allowed to assist in troubleshooting electrical needs of any kind at time of set-up of privately owned equipment or during the festival.
12. Exhibitors must supply all display equipment: electrical cords, tents, tables, chairs, etc. All tents must be flame retardant.
13. All dwellings secured by a rope or cord and pegged into the ground must have a bright colored tassel or ribbon attached to the rope or cord visible to eliminate accidents.
14. Generators are NOT allowed.
15. All vendors must check in at the northeast entrance of the park (next to parking lot) to pick up booth packet and to obtain booth location. No vendor will be allowed to setup without checking in first. At least one person listed on the booth application is required to be present at check in and while booth is being set up. Absolutely no vendor will be allowed to move their booth to another location.
16. Booths must be kept clean, orderly, and attended always during the festival hours. It is the responsibility of all vendors to have enough assistance to cover them in the event the vendor would need to leave their booth for any given time. Volunteers will not be available for this service.
17. Booth set-up for vendors will begin Thursday, September 15th, between 7:00 a.m. and 8:00 p.m. or Friday, September 16th, between 7:00 a.m. and 12:00 noon. We highly suggest that FOOD vendors arrive as early as possible to set up their booths, preferably on Thursday, September 15th. Some food vendors may be requested to set up on a specific day and time. If you are, then you will be notified at the time you receive your acceptance confirmation. **All booths, NO EXCEPTIONS, must be set up by 12:00 noon on Friday, September 16th.** Please allow time for set up. **No vehicles will be allowed in the park after 11:45 a.m. on Friday. No vehicle(s) are allowed to be parked within the festival grounds during festival hours.**
18. We ask that all vendors as a courtesy to others during set-up, unload as quickly as possible and remove their vehicle from the park grounds. We have the right to ask any vendor to relocate their vehicle while unloading if they are blocking traffic within the park or keeping another vendor from unloading and setting up.
19. Although the festival closes at 5:00 p.m., we require all vendors to stay open until 5:10p.m. This allows those last-minute patrons to complete their purchases.
20. Vendors will not be allowed to bring any vehicles into the park to load until 5:30 p.m. due to the high volume of patrons that remain in the park.
21. If any vendor breaks down their booth prior to 5:10 p.m. on the last day of the festival without permission from the booth coordinator and chairperson, then you may hinder your invitation to

participate in future festivals.

22. If an emergency arises and you must leave the festival, you must then locate a volunteer have them contact the booth coordinator and chairperson. The proper procedure for departure will be discussed at this time.
23. Absolutely no vehicles are allowed to drive on or across the bike trail located at the west-end of the park.
24. "City Ordinance Prohibits" alcoholic beverages" on park grounds at any time."
25. All local fire regulations must be observed. All vendors are required to have a fire extinguisher in their booth that meet local fire codes. Listed below are the different class types of fire extinguishers. Please contact your local fire marshal if you are not sure which class you would be required to have according to your booth.

Class A – Combustible (trash, wood, paper)

B – Flammable liquids

Class C – Electrical

Class A, B, & C – covers all the above.

Class K - Fryer-oven (hood & exhaust) Class

26. Food and Kid activity booths are required to have liability insurance with the exception of those that the booth coordinator has determined not necessary. If you are a FOOD vendor or KID vendor that involves an activity, liability insurance is required prior to acceptance and set-up (see page 4 on food or kid application). This means a copy of the insurance must be e-mailed or mailed directly from the insurance agent to the booth coordinator. The certificate must have name of insured, name of insurance company, agent name and telephone number, insured amount, and insured dates. The insurance must be no less than \$1,000,000 each occurrence and \$1,000,000 general aggregate. The Southside Fall Festival has the right to increase the amounts of each occurrence and general aggregate at any time if required. We will give you as much notice as possible if this requirement would change.
27. RV's will no longer be allowed in the park for any type of vendor. Only food vendors will be allowed to work directly from their trailers. No additional trailers, vans, or trucks (any size) will be allowed to remain in the park next to a vendor. No buses or RV's will be allowed inside the festival grounds. Be specific on your application form. No trailers, vans or trucks will be allowed to remain next to your booth unless approved at time of acceptance. Should this be the case, you will need to explain in depth your need on your application.
28. No ATV's, golf carts or any recreational vehicle will be allowed on the festival grounds. Due to strict provisions regarding liability, no one will be allowed to drive any type of ATV, golf carts, bicycles, two- or four-wheel recreational vehicles into the park at any time. If you need assistance bringing in supplies, equipment, etc. during the festival hours a volunteer will be happy to assist you by using a gator to transport.
29. Disposal of waste cooking oil and grease: In cooperation with the Health Department, a grease tank will be provided. Disposal of cooking materials on the ground is strictly prohibited. You are responsible for disposing of these materials; our clean-up crew cannot assume this responsibility. Proper grease disposal is mandatory due to health regulations and environmental issues. If we discover you have discarded waste grease on the ground, you may hinder your return to future events. Food related

questions only, contact the City of St. Joseph Health Department at 816-271-5300. All other questions please contact the booth coordinator.

30. After conclusion of the festival, booth area is to be left clean and orderly. Remove all trash to dumpster.
31. The Southside Fall Festival will provide continuous on-site management during the festival hours and 24-hour security from Thursday, September 15th through Sunday, September 18th at 5pm. Any problems should be reported immediately to a festival volunteer. Volunteers will be designated by wearing a OFFICIAL or VOLUNTEER shirt.
32. Please keep in mind that the Southside Fall Festival is a family event and all vendors are to dress appropriately and use proper language at all times. All vendors must be courteous and respectful to patrons and their vendor neighbors.
33. Absolutely no walk-through selling or advertising throughout the park during festival hours, before or after festival hours.
34. All vendors accepted into the festival will be guaranteed a booth spot. This does not mean you will receive the same booth spot if you've participated in prior years. On a normal basis past vendors that are accepted for the current year's festival are placed in or as close to the area they were located in the previous year. Although, in some instance's booth locations must be changed due to the needs of all vendors or change in park layout. All vendor applications are not guaranteed acceptance into the 2022 festival. All vendors past and future have an equal opportunity to be accepted to participate in the 2022 Southside Fall Festival. Please keep in mind that all applications are juried, and the decisions made by the booth coordinator including the jury committee are final and all vendors are to abide by those decisions.
35. At any time prior to the festival the booth coordinator and or the committee can change rulings. If so, all vendors will be notified immediately of the change.

Updated: March 2022