

# 33<sup>rd</sup> Annual South Side Fall Festival

## FOOD BOOTH APPLICATION

September 16, 17 & 18, 2022

Application Deadline: July 31, 2022

Please print/type the following information: (Use backside for additional names and addresses if necessary)

Name of Booth \_\_\_\_\_

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

Add'l names: \_\_\_\_\_

Contact Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip Code \_\_\_\_\_,

Daytime Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Contact  
E-mail Address \_\_\_\_\_

	<u>How Many?</u>	<u>Kind of Booth</u>	<u>Cost of Booth(s)</u>
Indicate number of 16 x 16 food booths @ \$225 ea.	_____	Food Booth	\$ _____
Electricity required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<u>How Many?</u>		<u>Cost of Electricity</u>
Fee for 110 volt-20 amps circuit for food booth.	_____	x \$ 10.00 ea. =	\$ _____
Fee for 220 volt-30 amps circuit for food booth.	_____	x \$ 10.00 ea. =	\$ _____
Fee for 220 volt-50 amps circuit for food booth.	_____	x \$ 10.00 ea. =	\$ _____

\*\*\*One (1) 110-volt 20-amp circuit is included with each food booth. NOTE: Limited availability for 30 amp & 50-amp circuits.

**ATTENTION:**

**DO NOT SEND BOOTH FEES AT THIS TIME.**

All electrical items you will be using during the festival must be listed. For us to accommodate all vendors this is required.

How Many?	Description of Item and how used.

Food - List all items to be sold. Be specific. If additional space is necessary, use backside of this sheet.


Use backside if you need more space.

Do you need to sell from your trailer?  Yes  No

**ATTN:** RV's will no longer be allowed in the park for any type of vendor.

Please specify the size of tent, trailer (include size with tongue) or bldg. you will be using for your food booth.

Height \_\_\_\_\_

Width \_\_\_\_\_

Length \_\_\_\_\_

Below please draw a diagram of the structure and indicate the front of the booth and what side the serving window is located. Include dimensions on diagram for all sides (height, length & width). List what type of and how big a vehicle you will be setting your trailer or building in the park with if you are required to do so. Please keep in mind that if you have a large vehicle it is better to set up as early as possible, preferably on Thursday to eliminate confusion and problems. If appropriate information is not listed your application may be returned causing the application process to be delayed.

Some food vendors will be asked to set up on a specific day and time to be accommodated. If you are then you will be notified at the time you receive your acceptance confirmation.

Description of water needs and how will be used for Food Booth (if applicable). Be Specific. Attach additional sheets if additional space is needed.

Will supply own.  Periodic container filings.  Do not need the use of water.

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◆ Food vendors are required to send a picture of their booth showing appearance and size.

Do you have liability insurance? Please circle: Yes or No

If yes, a copy of your liability insurance must be e-mailed to [ssffboothinfo@yahoo.com](mailto:ssffboothinfo@yahoo.com) directly from your insurance agent and must arrive prior to set up. Copies from the vendor will not be accepted. The e-mailed copy must indicate 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.

If you are not purchasing insurance until the day before the festival begins then you will need to have your insurance agent e-mail confirmation that you are going to be purchasing the insurance and when the certificate will be expected. Acceptance into the festival will not be acknowledged until this is received.

Vendors will not be allowed to check in or set up until the liability insurance form has been received.

If you do not have liability insurance please explain why:\_\_\_\_\_

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If you do not have liability insurance, the booth coordinator/jury committee will determine whether you will need to obtain liability insurance to participate. If the booth coordinator/jury committee decide you do need insurance, you will be notified.

Once you have been notified that you have been accepted, no additional requests will be allowed.

NOTE: For any food booth vendor that has any type of question regarding the food preparation, permits, licensing etc.... prior to sending in your application please contact the City of St. Joseph, 816-271-5300. All other questions you may contact the booth coordinator.

Do you give the South Side Fall Festival permission to give out your contact information to outside parties if requested?

Yes or NO (Please circle)

**\*\*\*NO RAFFLES WILL BE ALLOWED WITHOUT APPROVAL. It will be the responsibility of the vendor to request approval in a separate cover letter and must include the following: Reason for the raffle, Date raffle will be drawn, Confirmation from the entity you will be donating the money to.**

**ATTENTION:  
SEND APPLICATION AND PICTURES TO:  
2402 Evergreen Lane, St. Joseph, MO 64503  
SOUTHSIDE FALL FESTIVAL  
BOOTH COORDINATOR  
Theresa Davis**

If you have any questions prior to sending in your application, please feel free to e-mail or call. All applications will be juried, and a confirmation will be sent back immediately by mail or e-mail. At that time, you will be given instructions on how to submit booth fees. Booth fees will be due upon receipt of your confirmation. Please be sure to have proper funds available at that time to cover your remittance. If your check is returned for insufficient funds, you will be charged a returned check fee charge in the amount of \$35.00 that will be due immediately and must be paid prior to the festival, otherwise you will forfeit your spot in the festival.

I, \_\_\_\_\_ have read and thoroughly completed the  
(Please print full name)  
application and have included all items required at time application is submitted to be juried by the Booth Coordinator and a selected Jury Committee. I have read and understand all rules and regulations of the South Side Fall Festival. I understand that if found in violation of these rules, the booth coordinator, chairperson, and co-chairperson reserve the right to close my booth with no possibility of a refund or returning for future festivals. I have included all information required with this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date