



# ***Seymour Apple Festival Vendor Guidelines and Regulations***

**September 7, 8, & 9, 2023**

**The Seymour Apple Festival is a community arts and craft event. This is an Apple Festival – show us your Apple Crafts! To preserve this tradition, each exhibitor will be screened with the following guidelines and regulations.**

**The Apple Festival is a 3 day event – in order to continue to have a successful event for all we ask that all vendors participate in ALL THREE days. If you do not open your booth all three days of the festival (except in cases of inclement weather), we cannot guarantee that you will have booth space in the coming years.**

## **General Information:**

1. The Seymour Merchants Association and/or the Apple Festival Committee shall not be responsible for loss of personal property or goods due to fire, theft, vandalism, or weather-related damages or by any other cause(s).
2. NO stakes of any kind may be driven into the street pavement for any reason. You may use sandbags or concrete blocks to anchor your booth if need be and shall be kept inside your space.
3. The City of Seymour does NOT allow pets during events like this, except during the pet show, so please leave your pet at home or secure off premises. Service animals are the exception.
4. The Apple Festival Committee reserves the right to select exhibitors from the applications received to maintain a balanced show. Hand crafted exhibitors will be given priority.
5. **NO exhibitors will be allowed to display and/or sell anything that the festival executive committee feels to be obscene, drug related, or distasteful.**
6. Due to past problems and with the events over the past year exhibitors will **NOT** be allowed to sell or give away any type of silly string, silly foam, marshmallow guns, cap guns, or any other items of similar design that could fire a projectile.
7. Food vendors must abide by Webster County Health Department regulations and any permits they require. Those rules are available by calling 417-859-2532. The Health Department will inspect all food booths.
8. **NO grease is to be poured in the city's sewer or water drainage systems.**
9. ***The festival committee restricts you from selling corn dogs, caramel apples, apple pie, apple cider slush, smoked pork or chicken dinners.***
10. The festival committee reserves the right to select applications based on previous year's review, new and different types of crafts, and variety to have a balanced show.
11. You will receive by email a confirmation of acceptance or rejection as a vendor – please ensure that you provide a valid email address.

## Requirements:

1. All applicants will have a law enforcement background check before application is approved.
2. \*\*2023 – Jury Vendor Selection Process/Best in Class Awards – Fee \$10.00 Mandatory for all Vendors
3. **All fees must be paid per the deadlines established on the Vendor Application once you have received confirmation of acceptance. Vendors are encouraged to get their applications in early for review and approval.**
4. Exhibitors will be responsible for providing all necessary tents, tables, screens, extension cords, etc. for their booth. We provide the space only. **\*\*2023 there will be no big top tents provided.**
5. No refunds will be made after the application has been approved or vendor or vendor's merchandise is excluded or rejected from this festival after it has started.
6. **YOU MUST CHARGE AND PAY SALES TAX.** A tax table to use and tax form for mailing your taxes to the State will be available if you would like it. A sales tax handout will be provided for you to collect and pay the taxes you collect to the State. **Your vendor packet must be picked up at the Merchant's Booth prior to setting up your booth.**
7. Booths may be set up **beginning 5:00 P.M. on Wednesday, Sept. 6** and must be **removed by 5:00 P.M. on Sunday, Sept. 10.**
8. Below are the listed times on the event calendar for vendors during the festival – all booths MUST be open until close on Saturday:
  - a. Thursday 12:00 P.M. - 08:00 P.M.
  - b. Friday 9:30 A.M. - 10:00 P.M.
  - c. Saturday 9:00 A.M. - 9:00 P.M.
    - i. **\*\*If your booth space is not occupied by 3:00 PM on Thursday, the next vendor on the waiting list will be assigned the empty space.**
9. All vehicles must be removed from the square no later than 10:00 AM on Thursday, 7:30 AM on Friday and 7:00 AM on Saturday.
10. **ALL TRASH AND DEBRIS MUST BE CLEANED FROM THE SITE PRIOR TO LEAVING.**

## Application Procedures:

1. Mail completed application and photos to:
  1. **Apple Festival, C/O Vendor Applications, P.O. Box 35, Seymour, Mo. 65746.**
  1. **VENDORS THIS IS A NEW PO BOX**
2. **Once approved,** please send check or money orders to the above PO Box – DO NOT SEND WITH APPLICATION.
  1. Make checks payable to: **Seymour Merchants Association**
3. For more information contact one of the committee members by phone at:
  1. Shyann Hume – 417-924-6090 (Courtyard)
  2. Guy Gerard – 309-314-2872 (Street/Food)
  3. Tami Gerard – 309-314-3301 (Street/Food)E-Mail: [seymourapplebooth@gmail.com](mailto:seymourapplebooth@gmail.com)

**\*\*PLEASE BE PATIENT WITH OUR COMMITTEE MEMBERS – THEY ARE VOLUNTEERS AND DO WORK FULL TIME BUT WILL GET BACK TO YOU AS SOON AS POSSIBLE.**



# Seymour Apple Festival Vendor Application

## 2023 Application

**Type or Print Only**

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

Business/Club/Organization Name: \_\_\_\_\_

**\*\*If you accept Card Payments/electronic funds please list the name that will appear on the receipt\*\***

Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

I was an exhibitor at last year's Apple Festival: \_\_\_\_ Yes \_\_\_\_ No

Describe and list the type of crafts/food that will be sold or demonstrated in your booth. Use the back of application if more space is needed (please provide up to 5 recent photos of your products)

### **BOOTH SIZE INFORMATION:**

***Arts and Crafts – if you require more than a 10' x 10' space an additional booth space will need to be purchased. If more than 2 spaces are needed please reach out to the Vendor Committee.***

\_\_\_ 10'x10' @ \$75.00 Courtyard/Street space (no electrical)

\_\_\_ 10'x10' @ \$125.00 Courtyard/Street space (electrical – you must provide a 50' extension cord)

\_\_\_ Food Truck Vendor (up to 30') @ \$500.00 (if more space needed please reach out to Guy Gerard)

\_\_\_ **Jury Fee \$10.00; Mandatory for all Vendors**

**DO NOT SEND MONEY UNTIL YOU RECEIVE AN APPROVAL EMAIL FROM THE COMMITTEE**

I understand and agree to adhere to the requirements and general information of the outdoor booth exhibitor.

X \_\_\_\_\_

**\*\*VENDORS – Once Approved all payments must be received in full per the following:**

- **RETURNING VENDORS – NO LATER THAN MAY 1, 2023**
- **NEW VENDORS – NO LATER THAN JUNE 15, 2023**

**If payment in full is not received by these dates for approved vendors, the space will be open for vendors on the waiting list.**