Bear City Fall Festival 2023 Vendor Application

Hosted by the Willow Springs, MO Chamber of Commerce

Downtown Willow Springs – Saturday, October 7th 9:00am to 3:00pm

Name of Organization, Business, or Individual: _____

Contact Name: _____ Phone: _____

Address: _____ City/State/ZIP: _____

Email: _____

Vendors will be contacted by email unless otherwise specified

Vendor Categories

_____ Food Vendor: $75 per booth space Qty: _____

_____ Craft/Retail: $35 per booth space Qty: _____

_____ Non-Profit Org (hosting fundraiser): $35 per booth space Qty: _____

_____ Non-Profit Org: $25 per booth space Qty: _____

Tax Exempt Number: _____

**Electric will cost $15 extra (120 volt hook up) Qty: ____

Please make checks payable to: Willow Springs Chamber of Commerce

Description of Food/Craft/Items you intend to sell or display at your booth:

_____

_____

_____

I, the undersigned, do hereby discharge, release, and hold harmless the Willow Springs Chamber of Commerce, their staff, volunteers, and all sponsoring organizations from any and all manner of action, suits, damages, or claims arising from any loss or damage or claims to the person or property of the undersigned and/or persons who are assisting.

Signature: _____ Date: _____

Return forms to: Willow Springs Chamber of Commerce, PO Box 322, Willow Springs MO 65793

QUESTIONS? Call 417-469-5519 or Email willowspringschamber@gmail.com

For Office Use Only:

Amount Paid: _____ Payment Type: _____

Received by: _____ Date: _____

Willow Springs
Chamber of Commerce

2023 Willow Springs Bear City Festival Rules and Regulations

Saturday, October 7th – Downtown Willow Springs, MO

There will be **no refunds** for vendor spaces once the application has been accepted and vendor space has been assigned.

There is no rain date for this event. **The festival will be held rain or shine!**

Members of the Chamber of Commerce Board will also be available the morning of the festival with vendor maps and booth number assignments to assist with directing vendors to their assigned spaces.

Only one (1) vendor per space is permitted.

Exhibitors are responsible for erecting their own booth or tent. Any tables, chairs, displays, etc. are the responsibility of the exhibitor. Each space measures approximately 9 feet wide and 20 feet long. All spaces are uncovered and on asphalt. Any questions or disputes should be presented to the WS Chamber of Commerce Board and all decisions made by the Board will be final.

A limited number of electrical hook-ups will be available for an additional fee. Vendors requesting use of electricity will be charged an additional $15.00 for each space with electrical access. Outlets for electricity are 120 volt. Extension cords are the responsibility of the vendor. The use of individual generators is permitted. **ELECTRIC ARRANGEMENTS MUST BE MADE PRIOR TO YOUR ARRIVAL.**

Exhibitors are responsible for reporting Missouri sales tax (where applicable) and must comply with any applicable state regulations. Any person or company that is selling goods to a final consumer is required to collect and remit Missouri sales tax. It is your responsibility to ensure that you are collecting the correct tax rate (the current sales tax rate for Willow Springs is 7.662%). You may be exempt from collecting sales tax if you meet certain criteria. Please consult your tax professional with any questions.

Exhibitors may begin setting up at **6:00am** the day of the festival. Set up must be complete and all vehicles must be removed from the street prior to 8:00am (we are requesting that all vehicles be moved off the street quickly and by **7:30am** if at all possible). Contact the WS Chamber Board by **Wednesday, September 27th** if you need to arrange an earlier set up time.

Exhibitors are asked to remain set up until the festival ends at **3:00pm**. Please remove all items from the vendor space at the end of the festival, as well as all trash, by 4:00pm if possible.

FOOD VENDORS: ALL food served must be in compliance with the Howell County Health Department requirements for food service. Food vendors may be subject to an inspection by the local health department during the festival. For information regarding requirements, call 417-256-7078 or visit their website at www.howellcountyhealthdepartment.com. A temporary food service brochure from the MO Dept of Health and Senior Services is attached for your review.

Thank you for participating in the 2023 Willow Springs Bear City Festival! We anticipate a great turnout and look forward to seeing you on Saturday, October 7th. If you have any questions or concerns, please contact the Willow Springs Chamber of Commerce at 417-469-5519 or email us at willowspringschamber@gmail.com.