

# City of Smithville Recreation Center FALL FESTIVAL Vendor Registration Form

## EVENT DETAILS:

- Saturday, October 19, 2024
- 11am-4pm in the Rec. Center front parking lot (event will move inside if bad weather)

## Vendor spot rates:

- \$20 (provide your own tables / chairs if needed) **OR**
- \$25 (1 table & 2 chairs provided by Rec. Center)
- Spaces will be big enough for a 10x10 canopy.
- Registrations may be limited and will be on a first come, first taken basis.
- Ideal vendor booths: food (hamburgers, hotdogs, street corn, etc.), crafts (handmade), farmers market booths (garden items, fresh eggs, canned items...etc.), MLM vendors will be allowed, spots limited.

**Payment will be due with complete registration form.  
Registration deadline is October 1, 2024**

## VENDOR SET UP INFO:

- The parking lot will be blocked off starting at 8am for set up. Please have your booth ready to go by 1045am.
  - A canopy is highly recommended as there will be no other shade and this is to be an outdoor event.
- You will need to have your own tables and chairs unless you paid the rate that included those from us.
  - Booth fees are non-refundable.
  - Please do not break down earlier than 330pm unless you have run out of product.
    - Electricity is limited and will be reserved for food vendors first.

Please fill out the form below and return with payment or donation so we can reserve a spot for you!

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

I will be selling: Craft (handmade) \_\_\_\_\_ Food: \_\_\_\_\_ MLM: \_\_\_\_\_ Other: \_\_\_\_\_

Please briefly describe the items you plan to sell at the Smithville PARD Fall Festival: \_\_\_\_\_

If food vendor, do you need electricity hook up? YES \_\_\_\_\_ NO \_\_\_\_\_ (These are limited and given on a first come basis.)

**Liability Waiver:** By submitting the Vendor Registration Form, vendors agree to indemnify and hold harmless the City of Smithville PARD Fall Festival and The City of Smithville against any and all claims arising from property damage, theft, or personal injury of any kind. Exhibition is at the sole risk of the exhibitor.

Office use:

Cash: \$ \_\_\_\_\_ Check: # \_\_\_\_\_ CC Pmt: \_\_\_\_\_ Booth Space: # \_\_\_\_\_

