

**VENDOR REGISTRATION FORM**  
**OLD TIME MUSIC, OZARK HERITAGE FESTIVAL**  
 West Plains, Missouri  
 June 3 & 4, 2022  
 10 a.m. – 9 p. m.

Date Paid \_\_\_\_\_  
 Amount \_\_\_\_\_  
 Check # \_\_\_\_\_  
*Office Use Only*

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Main Contact Phone: \_\_\_\_\_ Email (required): \_\_\_\_\_

**First Time Vendor:** Yes  No

**Single Item Vendor:** Yes  No  *Please note that single item vendors may be given exclusive sales rights. Vendors may be asked to restrict sales of items sold by a single-item vendor.*

**Product description:** Please describe products. **\*\*\*Food vendors must provide a sample menu showing ALL items.** Provide a photo of booth and/or merchandise with the application.

**JURIED SELECTION - The Festival Board reserves the right to reject any for-profit vendor's application not deemed in keeping with the Festival mission. The Festival Board also reserves the right to restrict product offerings, activities, and/or attractions of any vendor, performer, or visitor during the festival.**

**Booth Space Request**

# Booths	Booth Type	Booth size	Fee	Total
	For-profit	10D x 15L space	\$70.00	
	Non-profit	10D x 15L space	\$35.00	
	<b>Food***</b>	10D x 15L space	<b>\$150.00</b>	
<b>Additional Needs</b>				
	**Electricity (# outlets)	220V, 30 amp	\$20.00	
	**Electricity (# outlets)	220V, 50 amp	\$20.00	
	**Electricity (# outlets)	110V, 20 amp	\$15.00	
	Ice (estimated # bags)		\$1.50 bag	Pay at Info Booth
	Water service (food only)	Yes      No		No charge
			Total Enclosed	
Special needs/requests:				

**\*\*Vendor Electrical Service Request\*\***

A limited number of booths can be supplied with electricity based on operational needs. All 110V receptacles are 20 amp ground fault circuit interrupter devices. 220V service may require up to a 100 foot extension cord. **Vendors must bring own extension cords.** Specify electrical needs: \_\_\_\_\_

**NOTE;** The Festival Board reserves the right to determine which vendors will be provided electricity when demand exceeds supply.

**SAFETY -** Vendors are responsible for covering all hoses and cords that lay on any hard surface for public safety.

- Early registration due by **May 15, 2022. Late fee of \$20 will be assessed after 5/15/22.**
- Email completed **Registration Form**, signed **West Plains City Property Usage Agreement** (required by City of West Plains), and online payment to [info@westplainsarts.org](mailto:info@westplainsarts.org). Forms and payment can also be mailed to **WPCA**, P.O. Box 339, West Plains, MO 65775
- Fees are non-refundable.
- The festival will not be cancelled due to rain.

I understand and agree to the vendor guidelines and West Plains City Property Usage Agreement.

\_\_\_\_\_  
 Vendor Signature

\_\_\_\_\_  
 Date

# Applicant - Keep This Page for Vendor Information

## Vendor Guidelines

- **Vendor** set up begins Thursday at 5 p.m. or Friday at 7 a. m.
- **Vendor** minimum operating hours: Friday & Saturday 10 a.m.-8 p.m.
- **Vendors are encouraged to stay open longer. Headliner performances begin at 8 p.m.**
- Vendors may begin packing after 8:00 p.m. For safety reasons, **no vendor vehicle** will be allowed on the festival campus to load until 15 minutes after the last song has been played – between 9 and 10:30 p.m.
- **Food Vendors** will be inspected and certified by the Howell County Health Department.
- **Health Department inspections** (no charge) begin Friday after noon. and may continue through Saturday.
- **Vendors** must supply their own equipment including canopy, shelving for displays, tables, seating, extension cords, & hoses.
- **Festival Security (extra police patrols)** will be provided.
- **Single-item vendors may be given exclusive sales rights.** Vendors may be asked to restrict sales of any items sold by single-item vendors.

## Vendor Parking

- **Vendor parking** is provided in nearby lots, and is shown on the vendor parking map available on-line. There is **no vendor parking** allowed on **any part** of the festival campus.
- All vendor vehicles must be removed from the festival campus **before 9 a.m.** Friday.

Upon receipt of completed vendor registration form, property usage agreement, payment of fees, and board approval, confirmation will be emailed.

Below are the additional items available via links on the Vendor Application page of the website:

Vendor parking map

Local Maps

Lodging Information and Items of Interest in the Area

Sales Tax Information

Criteria for Food Vendors

Contact information: Coordinator Sherry Harper - Phone: 417-274-8618 or email [sherryloisharper1963@yahoo.com](mailto:sherryloisharper1963@yahoo.com)

General information: Email: [info@westplainsarts.org](mailto:info@westplainsarts.org),

Website: <http://www.oldtimemusic.org/>

*\*Juried Selection - The Festival Board reserves the right to reject any vendor's application. The Festival Board also reserves the right to restrict product offerings, activities, and/or attractions of any vendor, performer, or visitor during the festival.*