

VENDOR REGISTRATION FORM
OLD TIME MUSIC, OZARK HERITAGE FESTIVAL
 West Plains, Missouri
 June 2 and 3, 2023
 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	
	Food***	10D x 15L space	\$150.00	
Additional Needs				
	**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, 2023. Late fee of \$20 will be assessed after 5/15/23.**
- Email completed **Registration Form** and notice of online payment to 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.

 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, payment of fees, and board approval, confirmation will be emailed.

Below are the additional items available via links on the Vendor tab 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 Jennifer Dryer - Phone: 417-256-4433 or email info@wpchamber.com

General information: Email: 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.*