

**DIXON COW DAYS FALL FESTIVAL
 SEPTEMBER 16 – 17, 2011
 BOOTH REGISTRATION FORM**

Name: _____ Phone _____

Business/Organization Name: _____

Mailing Address: _____

E-mail Address (optional) _____

Check booth type: *Food* _____ *Craft/Merchandise Sales* _____
 Information/Promotion Booth Only _____ *Games/rides/inflatables* _____

Food/Drink Items for Sale: _____

Crafts/Merchandise for sale: _____

(Attach a list if necessary.)

Games/Rides/Inflatables Offered: _____

(If offering carnival rides or inflatable units/slides, please attach a list with the description and size of each ride and inflatable. Also, proof of insurance must be provided with registration.)

Special Accommodations, Electrical or Other: _____

<u>Booth Size</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Booth Space (10 x 10) non-food	\$45.00	_____	\$ _____
Booth Space (10 x 20) non food	\$70.00	_____	\$ _____
Booth Space (10 x30) non food	\$95.00	_____	\$ _____
Booth Space (10 x 15) food	\$65.00	_____	\$ _____
Booth Space (10 x 30) food	\$110.00	_____	\$ _____
Booth Space (10 x 45) food	\$155.00	_____	\$ _____
Electricity (non-food)	\$10.00	flat fee	\$ _____
Electricity (food)	\$20.00	flat fee	\$ _____

(ADD \$10 LATE FEE TO TOTAL IF AFTER 8/27/11.) **TOTAL \$** _____

_____ I prefer the same booth number I had last year (same booth number is not guaranteed).

**EXHIBITOR'S RULES/REQUIREMENTS
COW DAYS FALL FESTIVAL
SEPTEMBER 16-17, 2011**

1. ALL BOOTHS ARE RESERVED. Vendors with trailers may access the exhibit area at 6:00 am, Friday, Sept 16, 2011. All other vendors must wait until 7:00 am to access the exhibit area. Unloading vehicles must be removed from the exhibit area by 10:00 am on Fri, Sept 16. (A moderate crowd is expected by early Friday afternoon building to a large crowd by late afternoon; activities start at 10:00 am on Saturday.) Vendors must clear the exhibit area no later than 11:00 pm, Saturday, Sept 17.

2. All displays must be neat, clean and attractive. Exhibitors must provide their own tables, chairs, and display items. Each exhibitor is responsible for removing trash from their area and should bring at least one trash receptacle with them. Exhibitors are responsible for providing their own insurance. If you have a radio or CD player at your booth, we ask that you please not play offensive music (e.g., sexually explicit or bad language), and please keep the volume down.

3. All food and drink vendors (including pre-packaged or home baked goods) must be in the food court area, no exceptions. **NO FOOD OR DRINKS WILL BE SOLD IN THE VENDOR CRAFT OR GAME AREA. LIKEWISE, NO CRAFT/GIFT ITEMS WILL BE SOLD IN THE FOOD COURT AREA.** Failure to identify items being sold will result in your not being able to sell the item. Food vendors need to review the Missouri Temporary Food Service Guidelines on the web page <http://health.mo.gov/safety/foodsafety/pdf/TempFoodServiceGuide.pdf>, and comply with the food handling and cleanliness guidelines.

4. Vendors are not allowed to sell items that are inappropriate for children (e.g., obscene, sexually suggestive, items with profane text, etc.). Vendors are not allowed to sell fake cigarettes, silly string, invisible ink, shaving cream, snappers, stink bombs, air-soft guns, potato guns, colored hair spray, or any other merchandise that could cause damage to exhibits or displays. The Dixon Area Chamber of Commerce reserves the right to identify any other merchandise for sale as hazardous. No weapons, such as knives, will be sold to minors.

5. ALL CARNIVAL RIDES AND INFLATABLE UNITS/SLIDES WILL BE SUPERVISED BY AN ADULT AT ALL TIMES. There must be one adult per ride/inflatable, with the exception of 10'x10' bounce houses. One adult may supervise two 10'x10' bounce houses (they must be side-by-side). The supervising adult will ensure that safety procedures are followed. No rough housing will be allowed on inflatable units/slides, and no flips/somersaults on slides. Our children's safety depends on the presence of adult supervision.

6. The Dixon Area Chamber of Commerce will not be responsible for damage, loss, or theft. **Per direction from the City of Dixon, PETS ARE NOT ALLOWED AT COW DAYS.**

I, (printed name) _____ hereby agree to adhere to all of the Exhibitor's Rules/Requirements of which a copy was provided to me by The Dixon Area Chamber of Commerce. I will be responsible for all entry fees paid in full prior to setting up my exhibit. I also agree not to hold The Dixon Area Chamber of Commerce or any member responsible for any accident/injury or any articles lost or stolen that may occur while I am involved in this activity. I understand that failure to comply with these rules could be grounds for removal from the event.

(SIGNATURE)

(DATE)

(PRINTED NAME of POC)

(PRINTED NAME of Business/Organization)

“ A Salute to America’s Heroes!”

Dixon Cow Days Fall Festival

September 16 & 17, 2011

10:00 am to midnight both days

To register for a vendor booth space, please complete the booth registration form. Send the completed form along with a check or money order made payable to the “Dixon Area Chamber of Commerce” to the address below.

Note: you must sign the Rules/Requirements page on the back of the registration form; you are not considered registered until you do. Booth prices are listed on the registration form.

Dixon Chamber of Commerce
PO Box 817
Dixon, MO 65459

The Dixon Chamber may disapprove a booth space because other vendors with the same type of merchandise have already registered. Returning vendors (from previous year only) may guarantee a booth spot by registering by Aug 10, 2011. Note: a \$10.00 late fee will be assessed for any registration received after Aug 27, 2011.

All vendors must list merchandise to be sold on the registration form. Vendors may sell only the items listed and approved on the registration form. If a vendor wishes to add additional items not listed on their original form, he/she must obtain approved from the Chamber prior to the festival. The Dixon Chamber reserves the right to ask a vendor to stop selling an unapproved item or any items that are not conducive to the festival (e.g., inappropriate for children, hazardous, sexually suggestive, etc.).

If the Dixon Chamber does not accept your registration (for reasons stated above), your registration form and payment will be returned to you as soon as the decision is made not to accept your registration. For those registrations accepted, refunds will only be issued if Cow Days is cancelled.

Food vendors who sell soft drinks may only sell Pepsi products, as Pepsi is the official sponsor of Cow Days. All vendors who plan to sell soft drinks may contact the Hebbler Bottling Company (573) 364-4833 for order of Pepsi products, billing information, and delivery location. Pepsi products can be delivered on-site at Cow Days, and reorders placed as needed during Cow Days. Ask for the special Cow Days vendor pricing. Water and tea may also be purchased from Hebbler. Pepsi products may be purchased from other sources as well. Ice will be sold at the Chamber Information Booth this year; you must pay for it as you get it.

You may obtain your booth assignment number and a location map on this website on or after Aug 30, 2011. Look for the links “2011 Booth Assignments” and “Booth layout map”.

The Missouri Special Events Sales Tax Report will be handed out to vendors on Friday morning, Sept 16. Vendors with an information only or raffle only booth do not need to file this report. All other vendors are required to file this report with the Missouri Department of Revenue.

Questions pertaining to booths may be addressed to Glenna Bilyeu, 573-528-7719, or Dixie Rollins, 573-433-4770.

See you at Cow Days!