

DIXON AREA

Chamber of Commerce

2019 Vendor Information Letter

Dixon Annual Cow Days Festival - September 20-21, 2019

The 2019 Dixon Cow Days Festival promises to be an exciting event, as we are celebrating Dixon's Sesquicentennial (150 years). The theme this year is "Celebrating 150 Years of History, Heritage, and Home." Due to rising costs of sponsoring the event and to simplify the process this year, the Dixon Area Chamber has made some changes:

- We no longer limit the number of vendors of the same type other than direct sales where companies specifically disallow it. However, we reserve the right to disapprove vendors at our discretion on a case-by-case basis.
- We have raised all prices this year. See the chart on the updated registration form.
- We now charge electric per plug-in by quantity required and type needed for both food and nonfood vendors.
- We now accept PayPal as a valid method of payment. Send us your application form and your PayPal email, and we will send you an invoice. If you pay via PayPal within 48 hours of receiving your invoice, we will date your application as of the date we received your signed paperwork. We charge a \$5 convenience fee for PayPal charges.

Return vendors must submit registration forms no later than June 30, 2019 to get priority placement as available. New vendors may submit applications until July 31, 2019. ALL registration forms are due on or before July 31, 2019, with payment.

To register for a vendor booth space, please complete the enclosed Booth Registration Form and send it to the address listed below, along with your PayPal information, check, or money order made payable to the "Dixon Area Chamber of Commerce." Booth prices are listed on the vendor registration forms.

You must sign, initial, and date the Vendor Rules/Requirements page and Vendor Registration Forms; you are not considered registered until you do so and your payment has been processed. You will receive a confirmation email when you are approved. Closer to the event, you will receive a Booth ID-Card with your assigned booth number(s). You will not be allowed to set up without this Booth ID Card.

Booth placement and approval of vendors will be on a first come, first serve basis. Previous spots may be requested, but the Dixon Chamber will place vendors appropriately and as the committee sees fit for the best viewing and selling experience for all vendors and the event as a whole. Home/direct sales businesses such as Thirty-One, Mary Kay, etc., are limited to one vendor per company rules; determination of which business consultant will be accepted will be based upon merchandise listed on the application form, return status, and the postmark/email date on the form received.

If the Dixon Chamber does not accept your registration, your registration form and payment will be returned to you as soon as the decision is made. For registrations accepted, refunds will ONLY be issued if Cow Days is cancelled.

We try our best, but our **power sources are limited**. Vendors who are provided with, or who select to access electricity must supply your own extension cord to the electric outlet, which could be 15-60 feet from your booth. The Dixon Chamber does NOT provide lighting for your space, so please plan accordingly for sunset.

Thank you for your interest in Dixon Cow Days Festival! Questions pertaining to booths may be addressed to the following: chamber@dixonchamberofcommerce.com | Cindy Major 573-433-4013 | facebook "dixonareachamber"

"The Most Important Person in Our Community is You"

P.O. Box 817 | Dixon, MO 65459

VENDOR RULES/REQUIREMENTS

COW DAYS FALL FESTIVAL

SEPTEMBER 20-21, 2019

Setup

All booths are reserved. No sharing is permitted. A moderate crowd is expected by early Friday afternoon, building to a large crowd by late afternoon; Saturday activities start at 10:00 am.

- Vendors with trailers may access the exhibit area, Thursday evening, September 19th, AFTER 10:00 pm, unless directed otherwise prior to the event.
- All vendors without trailers may begin setup at 8:00 am in the exhibit area. Unloading vehicles must be removed from the exhibit area by 10:30 am on Friday, September 20th and by 9:30 am on Saturday.
- There is no special parking for Vendors. Vendors will utilize surrounding city streets, subject to availability.
- **Vehicles are strictly prohibited from entering the exhibit area outside the designated set up times stated above. DO NOT REMOVE BARRICADES !!**
- If you must leave the venue, and remove your: merchandise, tent, tables, etc., you will have to do so by foot. Depending on where you are parked, this could be a long haul, and require multiple trips. Please plan accordingly (we suggest using a wagon and having helpers).
- Vendors MUST clear the exhibit area no later than midnight, Saturday, Sept. 21st.

_____ Please initial, showing your understanding and compliance with these terms.

Display Areas

All displays must be neat, clean and attractive. Smoking is not permitted in Vendor booths (by Vendors or patrons). Vendors who have a radio or music playing at their booths need to keep the volume down and play music appropriate for families. Vendors are responsible for—

- Providing their own tables, chairs and display items.
- Providing their own water, ice, and electrical cords. The Chamber DOES NOT supply these items
- Removing all trash from their area and providing at least one trash receptacle.
- Providing their own insurance, licenses and permits as required for their particular business. The Chamber DOES NOT monitor this nor provide forms to apply for such items.

_____ Please initial, showing your understanding and compliance with these terms.

Merchandise

Vendors must list merchandise to be sold on the registration form. Vendors who wish to add additional items not listed on the original form must obtain approval from the Dixon Chamber prior to the festival. Specifically, vendors MAY NOT sell:

- Items that are inappropriate for children (e.g. obscene, sexually suggestive materials, profane text, etc.)
- Fake cigarettes, silly string, invisible ink, shaving cream, cap guns, snappers, stink bombs, air-soft guns, potato guns, colored hair spray, or any other merchandise that could cause damage to exhibits or displays.
- Weapons

The Dixon Chamber reserves the right to monitor, identify, and discontinue sales of any items not conducive to the festival (e.g. inappropriate for children, hazardous, sexually suggestive, language, etc.).

_____ Please initial, showing your understanding and compliance with these terms.

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City/State Requirements

- The Missouri Special Event Sales Tax Report is required to be filed as applicable with the Missouri Department of Revenue. Vendors with information only or raffle tables are not required to fill this report out. The Chamber does NOT provide this form for you, as each vendor has their own particular requirements. Contact the Missouri Department of Revenue for more information pertaining to Special Events by calling them at (573) 751-5860, going to their website <https://dor.mo.gov/faq/business/special.php>, or e-mailing them at businesstaxregister@dor.mo.gov.
- Food Vendors need to review Missouri Food Service Guidelines, <http://www.pulaskicountyhealth.com>. Click on Environmental, then Food Establishment Inspection, Basic Requirements for Opening a Mobile Unit (on Tires or Skid) OR Basic Requirements for Opening Food Establishments (Tent). At this time permits will not be required. Subject to change September 2019.
- The Dixon Area Chamber of Commerce will NOT be responsible for injury of any type, damage, loss, or theft.
- Dumping of grease, residue, and animal byproducts is unacceptable and violates city and health department standards.
- Per direction from the City of Dixon, PETS ARE NOT ALLOWED AT COW DAYS.

_____ Please initial, showing your understanding and compliance with these terms.

I, (printed name) _____, hereby agree to adhere to all of the Vendor 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 understand vendor fees are nonrefundable and nontransferable, NO EXCEPTIONS. By submitting this signature, I acknowledge that I have read and agree to all the Dixon Cow Days Fall Festival Rules/Regulations. In consideration of the Dixon Area Chamber of Commerce renting booth space to Vendor, Vendor agrees to indemnify and hold harmless Dixon Area Chamber of Commerce, its members, volunteers, Directors, and all related entities from and against any and all claims, actions, damages, liability, and expense in connection with loss of life, personal injury, and/or damage to property occurring in or about or arising from, related to, or in conjunction with Dixon Cow Days Fall Festival or Dixon Area Chamber of Commerce, adjacent sidewalks, loading platforms or areas, parking areas or occasioned wholly or in part by any negligent or willful act of the Vendor, its agents, subcontractors, exhibitors, concessionaires, or employees, then the Vendor shall protect and hold harmless the above-named indemnified in conjunction with litigation. My signed application is my agreement to accept any space assigned and to abide by all Vendor Rules/Regulations.. 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)

*Thank you for your support!
Paid in part by The Pulaski County Tourism Bureau*

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