



# Craft Vendor Application

June 3, 2023

12:00-10:00 pm

**Limited space available!**

Priority given to local crafters making their own products.

For more info, contact Belton Parks and Recreation at

816-348-7400 or email [kirstent@beltonparks.org](mailto:kirstent@beltonparks.org)

## EVENT DETAILS - PLEASE READ AND ADHERE TO THE GUIDELINES LISTED

SummerFest entry is FREE to the public and features live music, games, kids' activities, fireworks, food trucks and a beer garden. This is a great opportunity to showcase your wares! If you register, you will be contacted via email with additional details within two weeks of the event date. Cornhole begins at noon, but most activities begin at 1:00 pm on June 3.

### *Terms and Conditions for Vendor Booth:*

1. To be considered a crafter, all Vendor products/services must be:
  - a. Homemade or handcrafted and/or
  - b. Sold through a home-based business (if space allows)

Businesses wishing to promote themselves should contact [kirstent@beltonparks.org](mailto:kirstent@beltonparks.org) to inquire about Business booth space and/or Sponsorship which includes a complimentary booth space.

2. The cost to reserve a crafter booth is \$60. Space is limited. To reserve your booth, please turn in your payment and complete vendor application form to High Blue no later than May 20. You may also register via phone with a credit or debit card at 816-348-7400. *Please ensure you turn in the vendor application if you register over the phone.*
3. You will be contacted by email within 1-2 weeks to confirm your registration.
4. To keep a variety of products available, Belton Parks and Recreation reserves the right to deny vendor application based on the similarity of their products with another vendor. Vendor applications will only be considered with payment and on a first-come, first-serve basis. Previous participation in a Belton Parks event does not guarantee booth space. We don't allow more than one of the same national direct sales organizations. This means we will only allow ONE Scentsy, LulaRoe, Color Street, et all.
5. You must supply your own tables, chairs, and if desired, canopy to outfit your booth space. Belton Parks is unable to provide these items for your use at this event.
6. A limited number of vendor booths are available indoors. They are 8'x 8' space inside. Outdoor spaces are 10x10. *If you go beyond the designated space, you will be charged for multiple booth spaces.* We are working to determine outside placement of vendor booths. Booths will be set up alongside a few local community organization booths. Electrical access is very limited & may not be available for outdoor vendor booths. Please note if you want inside or outside.
7. Vendors will be contacted regarding set up time based on event location. All booths and sale items should be removed immediately following the event. Due to safety concerns with fireworks, entry and exit to the back lot will only be allowed during designated times which will be outlined in an email prior to the event. **Vendors may exit the lot PRIOR to 9 pm if you choose, but you will NOT be allowed to exit the lot with vehicles until after the event ends at 10:00 pm. For safety, the maintenance road must be clear of all traffic at that time.**
8. Cancellation/No-Show Policy: If for any reason you are unable to attend the event, contact Kirsten Turnbow, Special Events Manager, as soon as possible at 816-348-7400 ext. 7423. Failure to show up for your booth on the day of the event without notification may disqualify you from future vendor events with Belton Parks and Recreation.
9. There are a limited number of booth spaces located next to electrical outlets inside Memorial Station. Outlet use will only be guaranteed for booths located in front of or next to an outlet. We do NOT provide extension cords. Be sure to mark on your application if an electrical outlet is needed. Early registration is highly suggested to ensure booth space near outlet access.

# Craft/Vendor Application

Date of Application \_\_\_\_\_

Booth Fee: \$60.00

Name of Home-Based Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Date of Event: June 3, 2023, 12:00-10:00 pm Do you require electricity (circle one)? **YES NO**

Do you want your booth space (circle one): **INDOOR OUTDOOR** (Electrical may **not be** available outdoor)

Please explain any items sold or fees charged:

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If a patron requests information about your products/booth after the event, please list all contact information that we are allowed to provide them with: \_\_\_\_\_

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It is the responsibility of the user to provide supervision of their booth. All requests or directions from the park board or any park employee, written or verbal, shall be a condition of this application. Any violation of these rules can be grounds for immediate termination of your use of the Belton Parks and Recreation Department's facilities and/or extra charges. All permit requests are subject to the approval of the Belton Park Board. Applications should be submitted prior to the stated deadline for the requested event. I do hereby agree to release all liability and claims against the Belton Parks and Recreation department and agree to hold harmless any liability against the Belton Parks and Recreation Department, any sponsoring organization, facility, instructor and any other party involved, due to injuries, accidents, negligence, or any other circumstances arising from participation in this program with respect to any time prior, during and after the activities, including participation in all related events. I understand that I may be photographed for publicity purposes.

Applicant's Name (please print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR SAFETY AND ORGANIZATION, SUMMERFEST REQUIRES YOU TO FOLLOW THESE GUIDELINES. ADDITIONALLY, PARTICIPATION IN THE EVENT REQUIRES PAYMENT AND THIS FORM TO BE COMPLETED AND RETURNED TO THE BELTON PARK DEPARTMENT. YOU MAY RETURN THE FORM TO:  
KIRSTENT@BELTONPARKS.ORG**