



200 N Lincoln Street, Desloge, Missouri 63601  
Phone: 573-431-3006 Fax: 573-327-8009  
Email: [director@deslogechamberofcommerce.com](mailto:director@deslogechamberofcommerce.com)

## ***Non-Food Vendor Application*** **September 1<sup>st</sup> – 4<sup>th</sup>, 2017**

Dear Non-Food Vendor:

Thank you for your interest in the 2017 Desloge Labor Day Picnic to be held September 1<sup>st</sup> through 4<sup>th</sup> at the Desloge City Park. Vendors may begin setting up at 9:00 am September 1<sup>st</sup>. The rental fees for a non-food vendor space are listed below. The total fee will cover the vendor for all four days of the picnic. Times for this year's event are: Friday 6:30-11 pm, Saturday 9 am – 11 pm, Sunday 10 am – 11 pm and Monday 9 am – 5 pm. (Note: the Labor Day Parade begins on Monday at 9AM so high customer traffic doesn't usually start until 10:30 AM. **Space is limited, early reservations are strongly recommended.**

**You must comply with the following regulations. By submitting the enclosed applications you are agreeing to the regulations listed below:**

1. This letter is an application for the 2017 Desloge Labor Day Picnic ONLY.
2. Each Non-Food Vendor will pay \$50.00 for a 12' x 12' non-electric space and \$75.00 for a 12' x 12' electrical space. **Spaces are sold in 12' sections only, (you must include the tongue of your trailer in your total feet needed - if any portion of your set up extends past the 12x12 area, you must purchase an additional space.)**

**Non-Food Vendors are allowed ONE 110V outlet per electrical site and may NOT use additional outlets or use any adapter without prior approval by the Desloge Chamber of Commerce.**

Overloading electrical boxes will result in tripping the breakers and may require repair charges, which may result in additional costs to the vendor.

3. The Desloge Chamber of Commerce does not prohibit like vendors from purchasing booth space. No refunds will be made if another vendor purchases a booth space for the same business or similar products. **Specialty items may be limited to one vendor if that is the only item sold by that vendor, i.e. light up toys. Vendors with more than one item will not be limited.** For this reason, your list of items to be sold must be provided on the application. Changes may be submitted up to one week prior to event.
4. We cannot regulate sales prices of items, but for the fair trade of all vendors, any wholesale merchants are requested to sell items at the retail price instead of wholesale.
5. Booths need to be kept neat and uncluttered, all packing material and extra supplies kept out of sight.
6. Prices need to be displayed clearly and legibly.
7. This is an outside venue and vendors are responsible for weather protection. Recommend you bring cover for your booth in the event of rain - canopy/tent covers are acceptable with tie down weights only.
8. Entry fees are NON REFUNDABLE UNDER ANY CIRCUMSTANCE. However; if spaces are unavailable upon receipt of your application, your application fees will be returned to you.
9. The Desloge Chamber of Commerce reserves the right to refuse a vendor pass to any applicant for any reason.
10. Vendors must comply with all local, state, and federal ordinances and laws. Anyone found in violation of any ordinance or law; will be asked to leave immediately.

11. Vendors are responsible for any applicable local sales tax related to sale of their products. Contact City of Desloge at 573-431-3700 for the appropriate tax rate and payment details.

12. NO MUSIC of any kind is permitted by vendors.

13. NO ROVING VENDORS ARE ALLOWED, NO EXCEPTIONS.

14. **NO PETS of any kind are allowed in Desloge City Park during Labor Day Picnic dates.** This is enforced by Desloge City Police if necessary.

*The Desloge Chamber of Commerce shall not be responsible for any injury, loss or legal action that may arise or come to the exhibitor or his/her agent or his/her good or property of the public from any cause whatsoever while the picnic premises are being occupied under this agreement. Exhibitor waives all claims for personal injury, damages to persons or property, including, but not limited to medical expenses, costs, suits, fee, etc., however incurred, against the Desloge Chamber of Commerce.*

**By submitting your application you agree to the following statements:**

I understand the following items may not be sold at my booth: **food, drinks (including water), drugs, guns or illegal weapons.**

I understand the Chamber reserves the right to accept or deny any application. If I have been in the picnic previously, I understand I am not guaranteed the same space I may have rented previously. I understand I can expect a full refund, if my application is not accepted. Further, I understand my fee shall **not** be refunded to me unless I am not accepted. I understand the earliest I may set up is **Friday, September 1, 2017**, at 9:00 AM unless agreement is otherwise made.

**PRIOR CHECK-IN REQUIRED: I understand I must check in at the Desloge Chamber of Commerce tent prior to setting up. Contact the Chamber Office for specific information or questions.**

**The following items are REQUIRED with applicant's submission**

1. Check or money order for the correct amount of the requested booth space. There will be a \$25.00 fee on any NSF checks.
2. Photos of your booth and products for first time vendors or new products from returning vendors. Please label all photos with your name.
3. Signed contract.
4. Copy of Liability Insurance Coverage (if applicable).
5. Email address for Acceptance letter.

**Please do not fax this application. The above items must be mailed to or dropped off with application at the Chamber of Commerce office.**

I have read & understand all rules and regulations. I agree to the terms & conditions of this contract and understand this contract shall become binding only upon written acceptance hereof by the board.

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Vendor Signature

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Date

**Please mail completed applications, entry fees, and copy of insurance to:**

Desloge Chamber of Commerce, 200 N. Lincoln, Desloge, MO 63601

You will receive an email or letter indicating the acceptance of your application. Thank you. We look forward to seeing you at the 2017 Desloge Labor Day Picnic.

Board of Directors  
Desloge Chamber of Commerce



**Non-Food Vendor Application**  
September 1<sup>st</sup> – 4<sup>th</sup>, 2017

Name of Organization/Business: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Tax Information: SS# \_\_\_\_\_ Tax ID# \_\_\_\_\_

*The above information is required by the City of Desloge for sales tax purposes. Please provide the information – either SSN or Tax ID. If this section is not completed, the application will be returned to you.*

Please contact Chamber to request specific parking needs, i.e. support vehicles, etc. Parking spaces are not guaranteed with direct access to your booth.

**Booth Characteristic:**  Craft  Merchandise  Informational  Political

NO Electricity: 12' x 12' space @ \$50.00 \_\_\_\_\_ spaces (~~Limit 2 per contract~~)

Electricity: 12' x 12' space @ \$75.00 \_\_\_\_\_ spaces (Limit one 110VAC outlet per contract)

**Please specify what type of electricity you need and for what purpose:**

Todd: I don't understand this. Do we want to know if it is for lighting or fans, or ???

**Specific Vendor Spot / Location Request:** \_\_\_\_\_ *(Please note, we will make every effort to put you in the location you request, HOWEVER, there are no guarantees. We will routinely give priority to the first request for a specific location but reserve the sole right to honor that request based on physical restraints and requirements of other vendors.)*

**Support Unit Parking Space Needed:** \_\_\_\_\_ **yes or no** (Please give size and purpose of Support Unit. Use the back of this form if needed.)

Have you participated in the Labor Day Picnic before? \_\_\_Yes \_\_\_No

If yes, what year(s)? \_\_\_\_\_ Booth Number(s): \_\_\_\_\_

**Description of Product(s)/Merchandise:** *(If additional space is needed, please provide a separate sheet of paper. Please type or print legibly.)*



Additional information related to the space needed by this vendor, item(s) being sold, etc.

Purpose of Support Unit:

----- CHAMBER USE ONLY -----

Documents Received: (Check or annotate all that apply)

- Application Received
- Photo of Booth / Products Provided
- Electrical Requirements?
- Specific Location Requested?
- Accurate Payment
- Measurements Included
- Support Vehicle Noted (yes or no)
- Size of Support Vehicle

Application Denied

Application Approved and Accepted

Cash/Check Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Postmark: \_\_\_\_\_

\_\_\_\_\_  
Board Signature

\_\_\_\_\_  
Date

Acceptance letter or email sent: \_\_\_\_\_

Assigned to Booth # \_\_\_\_\_