



VENDOR ARRIVAL, UNLOADING INSTRUCTIONS

Thank you for joining us at WATERFEST 2019. On behalf of the Chamber of Commerce, we welcome you to Excelsior Springs. A map of the festival is included below. To make your arrival and unloading as smooth as possible, please note the arrival procedure and follow the instructions on the map below. We are attempting to stagger arrival times so we don't have too much congestion on the street. Please try arriving during your designated time

period. Waterfest volunteers will be available to walk you through the process from start to finish. Please be sure to check in with a Waterfest Representative for last minute updates and volunteer assistance.

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ARRIVAL TIMES

VENDORS IN 100 BLOCK: If you are assigned to the 100 block, please do not plan on setting up before 12:00 noon. If you absolutely have to come earlier, we ask that you drop your stuff off on the sidewalk and hold off on setting up until after noon. This is to allow the entrance of the festival to remain as clear as possible for incoming vendors throughout the morning.

FOOD VENDORS and ANYONE WITH A TRAILER TO DROP: Please arrive as early as possible (6:00am) so you can get parked before the areas around you start to fill up. If you want to come in on Thursday evening, please call the Chamber to confirm availability 816-630-6161.

VENDORS WITH A TRAILER TO UNLOAD: If you have a trailer to unload that will not be staying with your booth, please arrive between 8:00am and 9:00am. A volunteer will show you to your booth space. Please pull off to one side of the street so as not to block the entire flow of traffic. Unload your trailer as quickly as possible and then a volunteer will show you to the vendor parking area.

VENDORS WITH CARS/SMALL TRUCKS TO UNLOAD: Vehicles will be allowed to drive through the festival area up until 1:00pm to get as close as possible to their space to unload. Please unload as quickly as possible and move your vehicle off of the street so others can unload.

SET UP TIME FRAME: Vendors will be permitted to begin booth assembly at 6 a.m. on Friday morning and must be completed by 1 p.m. All vehicles must be off festival grounds by 1:30 p.m. at the latest. *Late arrivals will have to unload from the main entrance.* **Please follow arrival time/instructions on the front of this form for the smoothest experience.**

ALL VENDORS WILL BE RESPONSIBLE FOR ALL APPLICABLE MISSOURI STATE SALES TAX AND COUNTY SALES TAX. **DOWNTOWN EXCELSIOR SPRINGS IS IN CLAY COUNTY, MISSOURI. THE SALES TAX RATE IS 9.725%.**

FOOD VENDORS: FOOD PERMITS ARE REQUIRED from the **Clay County Health Department, 800 Haines St., Liberty, MO 64068 • (816) 595-4200.** Your food permit must be displayed. Check with Clay County Health Department early as permit pricing increases the closer you get to the festival.

ICE will be available for purchase from the Chamber booth located in the center of the festival in front of the Hall of Waters. If you have physical limitations and need ice brought to your booth, please contact a volunteer as indicated by a Waterfest t-shirt.

LIMITED SECURITY WILL BE AVAILABLE ON FRIDAY NIGHT. While we will have a night patrol on the festival grounds overnight, it is recommended that any items of value be removed from the festival grounds each evening. Vehicles will not be allowed on the grounds before 10 p.m. Friday to pick up these items. All booths must be set up the next morning by 8:30 a.m. — 30 minutes prior to official booth opening.

TEAR DOWN ON SATURDAY WILL NOT BEGIN PRIOR TO 9PM. NO VEHICLES WILL BE ALLOWED ON FESTIVAL GROUNDS UNTIL AFTER THE FIREWORKS DISPLAY AND MUSIC ENDS. You may carry/cart your items out of the festival boundaries to load into your vehicle after 9pm. Once the grounds are cleared, vehicles will be guided onto the festival grounds by a Waterfest volunteer. We appreciate your patience and understanding so that everyone can load out from the festival in a safe and organized manner.

LEAVING THE SHOW EARLY ON ANY DAY WILL FORFEIT ALL FUTURE RIGHT OF ENTRY. INDIVIDUAL CONSIDERATION WILL BE GIVEN IN THE EVENT OF ANY EMERGENCY.

No driving/moving of any booth holder's vehicles will be permitted on festival grounds after 1 p.m. on Friday June 21, before 10 p.m. on Saturday, June 22 except as noted earlier. There will be **NO BOOTH HOLDER VEHICLES PARKED INSIDE THE BARRICADES AT ANY TIME DURING THE OPERATING HOURS OF THE FESTIVAL.** Exhibitors must be set up and be present during all hours open to the public. You will unload your articles and park your vehicles in designated reserved parking areas.

NO "SPECIAL NEEDS" REQUESTS WILL BE CONSIDERED DURING THE FESTIVAL EXCEPT AS NOTED ON THE APPLICATION FORM. Any "special needs" requests must be made in advance on the application form in order to be accommodated by the Waterfest Committee.

The **WATERFEST COMMITTEE** is authorized and empowered by the Excelsior Springs Area Chamber of Commerce to organize and manage this festival and to promulgate and enforce rules and regulations for the conduct and safety of the festival. Decisions made by the committee are non-negotiable. The committee reserves the rights to make changes to booth locations as deemed necessary by the committee. The festival is not responsible for space for extra product, supplies, etc. **The Committee reserves the right to revoke a booth license at any time, not refund the fees and forfeit all future right of entry.** Neither the committee nor the Chamber is responsible for loss due to damage or theft.

The Waterfest Committee reserves the right to cancel any or all future reservations made by an exhibitor acting in any manner deemed to be inappropriate.

The City of Excelsior Springs, the Excelsior Springs Area Chamber of Commerce, its agents, employees and affiliates **assume no risk and shall not be responsible for any damage, injury, loss, legal action or expenses that may arise or come to the exhibitor or his employees, or his goods or property or to the public from any cause whatsoever.** Exhibitor understands that they should carry business/personal liability insurance.

QUESTIONS / CONCERNS? CONTACT US:



office: 816-630-6161
info@ExSpgsChamber.com

During the festival, Chamber staff and volunteers will be at the Waterfest information booth located near the center of the festival across from the Main Stage. There will also be volunteers throughout the festival wearing Waterfest t-shirts. The office phone will not be manned during the event.

VENDOR BOOTH ASSIGNMENTS

Vendors are listed alphabetically. (E) indicated electricity. It will be VERY HELPFUL if you know your booth number when you arrive at check-in.

AAA HORSESHOE ARTWORK	514, 516	KEEP COLLECTIVE JEWELRY	106
ALEN CO. INC.	506E	KEY WEST ISLAND WEAR, LLC	232 234 E
APPLE BUS COMPANY	100	KIMS SOAPY GOAT	512
AT&T LLC	120	KNIGHTS OF COLUMBUS	401, 403 E
BATH FITTER	228 E	LEAF FILTER NORTH OF MISSOURI	417 E
BEAUTIFUL DAY FARMS	323 E	LEAFGUARD OF KANSAS	219E
BELLA PELLE BOUTIQUE	429	LILLA ROSE HAIR ACCESSORIES	412 414 E
BORDNER HOME IMPROVMENT	300, 302E	LIPSTICK LUNCH	305 E
BROADWAY TOYZ	508	LIVE, LAUGH AND SHOP	124
CAMPBELL WOOD DESIGN	102, 104	LOVELY ME SOAP	420 E
CBD LANE	118	LULAROE	502 E
CHAMBER OF COMMERCE	329, 331 E	MAD'PECKER RENDEZVOUS	520, 522
CLAY LODGE NO.207	229E	MADE IT MYSELF SHAVED ICE	210 212 E
CONTINENTAL SIDING	303E	MID-CONTINENT PUBLIC LIBRARY	511E
COPPER NUT KETTLE	500E	MIND, BODY & SOAP	223
COUNTRY CRAFTS- MAGNETS	301E	MODERN HOME TECHNOLOGIES	529
COUNTRY PAIR CRAFTS	317	MODEST LIVING ARTIST	527
COW GOODIES	225 227 E	MOSSY HILL CREEK CARVER	GRASS LOT
COWBOY HAT SALES	423	MYSTIC MEADOW FARM	517
CREATIVE LIGHTING LLC	202, 204 E	NOLENS CONCESSIONS	419,421 E
CRESCENT LAKE CHRISTIAN CENTER	214	OILS MAKE AN IMPACT/ DOTERRA	404E
CRUISE PLANNERS	309E	PAMPERED CHEF	211
CURIOUS CREATIONS	230 E	POLAR OASIS	406, 408 E
DREAM PROSPECTING	422,424,426E	PRECISION CHIROPRACTIC	314E 316 E
DREAMLAND JEWELZ	310	RAWLS-RILEY CREATIONS LLC	209
DUBIOUS CLAIMS BREWING CO.	335	REAL TIME PAIN RELIEF	205
DUNDEES CONCESSIONS	407 409E	RENEWAL BY ANDERSON	114
ELMS HOTEL AND SPA	217	ROLOX HOME SERVICE	418 E
END GRAIN HEIRLOOMS	311	RUBY RIBBON	533
ESFA FOOTBALL	206 208 E	SCENTSY	200 E
ES BUSINESS WOMEN OF MISSOURI	308	SCISSORS & SHEARS SALON LLC	122
FARMERS-LECHNER AGENCY	515	SHABBY CHIC	504
FARMERS-SCHWAB AGENCY	318	SHIRLEY HAYWORTH	519,521
FIRST BAPTIST CHURCH	326E	SMOKIN PIG & LEMONADE	428,430,432,434E
FLACK MEMORIAL CHURCH	510	SOFTUB INC.	400,402,E
FOUR HORSES AND A DOG	333	STURM BROTHERS	321
FOUR SEASONS HOME PRODUCTS	221E	STYLE BY RY	320
FREEDOM OF ROAD RIDERS	518	TALENTED TOTS LEARNING CENTER	319
FUZZY MUTTON FARMS, LLC	322E	TASTEFULLY SIMPLE	427
HAGUE QUALITY WATER	313, 315	THE CRAFTY MAMA STUDIO	425
HAGUE QUALITY WATER	207	THE LIBERTY FARM	126 128
HAWK'S POPCORN	410 E	THE WOOD LOT	116
HEAVENLY HIPPO	213 215	THIRTY-ONE BAGS	201 203E
HENNA JOURNEYS	112	THRASHER FOUNDATION	509 E
HOLLY DAZE	307E	TRENDY YOU	312
HONEY BEE'S CANDLE CO.	130	UNITED FIBER	501,503 E
HUDSON HOME PROTECTION	324E	UNLIMITED CONCESSIONS	328,330 E
ICE CREAM PARLOR	325 327 E	UTTERLY UNIQUE BOUTIQUE	507E
INKA CRAFTS	108, 110	VETERANS OUTREACH MINISTRY	523
IT'S \$5	304, 306 E	WINKLE CONCESSIONS	220 222E
J & G MAGNETIC JEWELRY	415 E	WILLOW SPRING MERCANTILE	513
K-C KETTLE CORN	224 226E	YOUNG LIVING	416 E
KC PINEAPPLE WHIP	411 413 E	YOUNIQUE	525