



Craft Vendor Registration Form

Saturday, April 20, 2024
9:00 a.m. – 4:00 p.m.

\$50.00 per booth
(With electricity, add \$10.00)

Please Make Checks Payable to:
Rolla Downtown Business Association

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

POSTAL CODE: _____ PHONE: () _____

EMAIL: _____

TYPE OF CRAFTS / ITEMS FOR SALE: (Check all that apply)

- CROCHET/KNIT/SEWING WOOD CLOTHING JEWELRY HOME DÉCOR
 PAINTING TUMBLERS BATH PRODUCTS DIRECT SALES (Mary Kay, Tupperware, etc)
 FOOD TRUCK BAKED GOODS CANDY CHILDREN'S GAMES AREA OTHER
 RDBA BUSINESS (no charge) NON-PROFIT (INFO ONLY – no charge)

Please describe your items: _____

BOOTH SPACE:

1. # of 10'x 20' booths _____ \$50 per booth
2. Electricity? _____ If yes, include \$10 fee.

FOOD TRUCK ELECTRIC: 110 V only
OR generator (no fee)

LIMITED SPACES AVAILABLE WITH ELECTRIC – MUST BRING 100 FT OF EXTENSION CORDS.

I have read the Terms & Conditions on the back of this form and hereby agree to abide by the rules of the show. Space assignments will be emailed to vendors on approximately April 5th, 2024.

VENDOR'S SIGNATURE: _____ DATE: _____

Return form and payment to:

Rolla Downtown Business Association
C/O Amy Luebbert
First State Community Bank
210 W 8th St | Rolla, MO 65401
Questions: aluebbert@fscb.com or
573-364-1221

OFFICE USE ONLY

Date _____ Amount _____

Check # _____ Booth # _____

Date Confirmation Mailed _____

GENERAL TERMS AND CONDITIONS

1. **ASSIGNMENT OF EXHIBIT SPACE:** Booths will be assigned on a first-come, first-served basis. You will have an assigned space of approximately 10' x 20' to set up as you please. Tables, chairs and tents are not provided. Tents must be weighted down. The festival committee reserves the right to limit the number of exhibitors in any one category. Exhibitors may not sublet or apportion space to anyone else. Craft vendors will be located on Pine Street and Food vendors will be located on 9th Street, next to the Rolla Public Library. Payment for booth space must be received prior to registration being accepted.
2. **SET UP, TEAR DOWN & DURATION:** All booths are to be set up by 9:00 AM Saturday and **must remain open until 4:00 PM**. Early departures and late set ups are disruptive and present a safety hazard to the public, as well as a security problem. For security purposes, vehicles ***cannot*** enter exhibit areas during the hours of operation. In many cases, anyone arriving late, leaving before closing or breaking down during show hours may be refused entrance to future shows. You will need to remove your booth display no later than 5:00 PM so we can re-open the street.
3. **ARRANGEMENT OF BOOTH & DISPLAYS:** Display ***must not*** protrude beyond assigned area. Exhibitor's booth must not interfere with adjacent exhibits in any way.
4. **STAFFING:** Exhibitors are required to maintain a staff person at their booth at all times during the event. It is the exhibitor's responsibility to keep their area clean and orderly throughout the event.
5. **CANCELLATION POLICY & RETURNED CHECKS:** No refunds issued after April 5, 2024. A \$35.00 charge will be administered for all returned checks.
6. The City of Rolla, Rolla Downtown Business Association (RDBA) or the event committee shall not under any circumstances be liable or responsible for any loss, damage, theft or destruction caused to any goods, equipment or other property belonging to the exhibitor.
7. The City of Rolla, RDBA or the event committee shall not under any circumstances be liable or responsible for any damage, loss or injury suffered by the exhibitor or his/her employees or agents or by any other person associated with or related to the exhibitor by reason of any change in the date, time or place of exhibition or the abandonment thereof.
8. The exhibitor shall be liable for all loss, damage, injury, claim cost and expenses caused to any person or property in any circumstances whatsoever by the exhibitor, his/her employees, or agents or the goods, exhibits, fitting, machinery and other property belonging to the exhibitor for which the exhibitor is responsible and the exhibitor hereby agrees to indemnify the City of Rolla, RDBA or the event committee in respect of any such loss, damage, injury claims, cost and expenses as aforesaid and all or any infringement of copyright or breach of license.
9. If the RDBA should be prevented from holding the event by any cause beyond its control or if it cannot permit the exhibitor to occupy their rented space due to circumstances beyond their control including, but not limited to, pandemic, civil disobedience, inclement weather, acts of GOD, etc. RDBA shall have no obligation or liability to the exhibitor.
10. Any contractual agreement made between an exhibitor and any supplier shall be between those parties and RDBA shall not be a party thereto no incur any liability on behalf of any one exhibitor in such contractual arrangement.
11. **PRIVACY POLICY:** We respect your privacy and will never sell or trade your name, mailing address, or email address. However, we frequently receive requests for exhibitor contact information from the public, and will furnish your phone numbers, website and/or email address upon such request unless you've indicated your preference to keep your mailing address or phone numbers private by contacting the coordinator of the event.
12. **COVID-19:** CDC guidelines regarding cleanliness and personal hygiene must be followed by all vendors and their staff. Current recommendations may be found on [cdc.gov](https://www.cdc.gov) and any local recommendations/requirements will be shared prior to the event. Anyone who has exhibited symptoms, tested positive or been exposed to COVID-19 in the 10 days prior to the event should stay home. If you or a member of your staff begin to experience symptoms during the festival, please close your booth to the public immediately and contact the coordinator by phone to determine the best way to proceed. Thank you for helping protect the health and safety of our local community, businesses, vendors and volunteers.