



TO: Food Vendors

RE: Participation at KCRiverFest July 3rd and July 4th, 2010

**A bonus day is tentatively scheduled for no additional cost to you for Friday, July 2nd, budget permitting. A decision regarding the addition of this day will be made early Spring.*

Since 2005, KCRiverFest has been recognized as Kansas City's premier Independence Day festival. Located on the Missouri Riverfront at Berkley Park, it is known as the only place in downtown Kansas City to celebrate the Fourth of July with fireworks, food and family entertainment. KCRiverFest is the largest annual event for **Friends of the River—Kansas City**, a not-for-profit organization dedicated to the preservation, enhancement and protection of the Kansas City Riverfront.

In 2008, the July 3 & 4 event drew international recognition to itself and Kansas City as one of three finalists for the Special Events Magazine Gala Award, the most prestigious prize in the special events industry. In 2009, KCRiverFest firmly established itself as the Kansas City Summer Event.

KCRiverFest gives the Kansas City community the Independence Day Festival it deserves: a celebration of our culture, heritage, nation and all the elements that combine to make America great.

If you are interested in participating as a food vendor at this event, please complete the enclosed application and return it by **June 4, 2010**. *(There will be a limited number of food vendors allowed and space is reserved on a first-come first-served basis).*

Please note: The rental fee is \$1,000.00 (per area) plus 10% of your gross food sales. The rental fee is for one 20' X 20' area (vendor must supply tent or trailer) – additional space is an additional \$1,000.00 per area. Gross food sales percentages will be collected each night at close of business. All vendors must provide a Certificate of Insurance to include limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for the event. Menu items and prices must be posted in a visible location, and remain unchanged throughout the event. Vendors are responsible for compliance with all municipal, county, and state regulations. Remember this application is for selling food items only. If you have any additional information you deem valuable, please attach with this completed document.

Checks should be made out to: **Friends of the River-Kansas City**

Please mail to: Friends of the River-Kansas City

c/o EventPros Inc.

Attention: John Short

4109 Baltimore

Kansas City, MO 64111

For questions, please call John Short at 816-960-3400.



Set Up

Friday, July 2nd between 12 noon and 5 p.m.

Food Service Hours

Saturday, July 3rd - 1 - 11:00 p.m.

Sunday, July 4th - 1 - 11:00 p.m.

Tear Down

Tear down will begin one half hour after the close of the event each day.

Sales Certificate and Tax

All vendors are responsible for paying necessary sales taxes to the State of Missouri.

Certificate of Insurance & Liability Release

Food vendors must sign and return the enclosed Rules for Participation and Liability Release Form with their application as well as provide a Certificate of Insurance to include limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for the Event.

The following groups need to be listed as additionally insured on your Certificate of Insurance.

City of Kansas City
414 E 12th Street 5th Floor
Kansas City, MO 64106

Friends of the River – Kansas City, Inc.
2345 Grand Blvd
Kansas City, MO 64108

Port Authority of Kansas City Missouri
1100 Walnut St., Ste. 1700
Kansas City, MO 64106

North Kansas City Levee District
Two South Main
Liberty, MO, 64068

EventPros, Inc
4109 Baltimore
Kansas City, MO 64111



FOOD VENDOR APPLICATION

KCRiverFest July 3-4, 2010

**A bonus day is tentatively scheduled for no additional cost to you for Friday, July 2nd, budget permitting. A decision regarding the addition of this day will be made early Spring.*

Company/Organization Name _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Tent or Trailer: _____

Email Address: _____

Website Address _____

List all food items you wish to sell. You will be allowed to sell only the items that you list and that are approved by Event Management. Beverages for sale at KCRiverFest must be purchased through approved on-site distributor.

- 1.)
- 2.)
- 3.)
- 4.)

Comments:

Please describe your operation, including your products, experience in selling concessions, and other events where you have sold food, your food stand, etc. Feel free to enclose pictures with your application.

Electrical Service: Yes _____ No _____

Type of Service:

110v _____ Number of 20 Amp Circuits Needed: _____

220v _____ Number of Amps Needed: _____ Special Requirements / Services:



Payment Information

Total Amount Enclosed: _____

Check List: Have you enclosed?

- _____ Check made payable to: *Friends of the River-Kansas City*
- _____ Completed Application Form
- _____ Signed acknowledgment of Rules for Participation and Liability Release
- _____ Certificate of Liability Insurance including additional insured

**Please mail to: Friends of the River-Kansas City
c/o EventPros Inc.
Attention: John Short
4109 Baltimore
Kansas City, MO 64111**

Friends of the River –Kansas City reserves the right to refuse the application of any participant and food vendor. You will be notified immediately and your check will be returned.

Any vendor that is approved and does not show up to KCRiverFest or does not pass a Kansas City Health Department inspection will not receive a refund.

For questions, please call John Short at 816-960-3400.



RULES FOR PARTICIPATION & LIABILITY RELEASE

KCRiverFest
July 2-4, 2010

The undersigned hereby agrees to abide by the following Rules for Participation at ***KCRiverFest***.

I/We recognize that ***KCRiverFest***, Friends of the River – Kansas City, Port Authority of Kansas City, The City of Kansas City Missouri, The North Kansas City Levee District and EventPros, Inc., are not liable for loss or damage to my property or injury to myself or my employees as a result of my participation at ***KCRiverFest*** on July 3-4, 2010.

- **Friends of the River-Kansas City** reserves the right to refuse the application of any participant whose merchandise or exhibit is deemed inappropriate.
- Participants must be setup between 12:00am-5:00pm July 2, 2010, unless directed otherwise by an authorized representative of ***KCRiverFest***.
- **Vendors are responsible for paying necessary sales tax to the State of Missouri.**
- "As a contracted (vendor, crafter, exhibitor, volunteer, entertainer, attraction) of KCRiverFest 2010, you agree to be available for media interviews, photo opportunities or other promotional activities as the KCRiverFest Event Staff shall reasonably request. You also agree that all photos, interviews, and other promotional activities or products (collectively the "Promotional Materials") which include you, your organization, staff, employees, agents and/or volunteers shall be the exclusive property of KCRiverFest and its producers. You further agree on your own behalf, and on behalf of your organization, staff, employees, agents, and/or volunteers, that such Promotional Materials may be used in perpetuity by KCRiverFest and its producers in such manner as KCRiverFest and/or its producers shall, in their sole and absolute discretion deem appropriate, including but not limited to, promoting the Event or any future events, in any kind of print, Internet, television, radio or other promotional method, without any compensation to you, your organization, staff, employees, agents, and/or volunteers."

Signature

Date

Organization/Company

**This form must be completed and returned with the
Food Vendor Application by June 4, 2010.**