



TO: Marketplace Vendors

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

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 an exhibitor or crafter at this event, please complete the enclosed application and return it **June 4, 2010**.

Price:

\$300.00 for 10x10 space.

All Marketplace Vendors will be located together

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: Lisa Holst

4109 Baltimore

Kansas City, MO 64111

For questions, please call Lisa Holst at 816-960-3400.

Set Up

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

Gates will open at 1:00pm on Saturday, July 3rd

Exhibit 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 on Sunday July 4th.

Sales Certificate and Tax

Marketplace Vendors are responsible for paying necessary sales taxes to the State of Missouri.

RiverFest Marketplace 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: _____

Email Address: _____

Website Address _____

Please include pictures or brochure describing your exhibit and sale items.

Price: \$300.00 for 10x10 space. All exhibitor/crafters will be located together.

Booth Package:

- (1) 8' x 24" table
- (2) chairs
- 12-15 Amps of electricity provided
- Overnight security provided

All marketplace vendors will be located together.

Additional electricity is available at nominal cost. Power will be within 100 feet of space, so **you must provide your own 100-foot extension cord.**

SPACE IS LIMITED and will be assigned on a first-come first-served basis.

Refunds or cancellations do not apply.

Payment Information

Total Amount Enclosed: _____

Friends of the River-Kansas City reserves the right to refuse the application of any participant whose merchandise or exhibit is deemed inappropriate. You will be notified immediately and your check will be returned.

Mail by June 4, 2010 to:

**Friends of the River-Kansas City
c/o EventPros Inc.
Attention: Lisa Holst
4109 Baltimore
Kansas City, MO 64111**

For questions, please call Lisa Holst at 816-960-3400.

Check List: Have you enclosed?

- _____ Check made payable to: *Friends of the River-Kansas City*
- _____ Pictures or brochure describing sale items/exhibit
- _____ Signed acknowledgment of Rules for Participation and Liability Release
- _____ Certificate of Liability Insurance - **(not required for home based businesses)** see attached

All of the above information is due by June 4, 2010 or the reserved space will be released.



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 2-4, 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 12noon and 5pm, 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
Exhibitor/Crafter Application and check by June 4, 2010.**

**PLEASE NOTE THAT THERE IS LIMITED EXHIBITOR SPACE AND WILL BE RESERVED ON A
FIRST COME FIRST SERVE BASIS.**

Certificate of Insurance & Liability Release

Exhibitors/Crafters 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 additional 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

Friends of the River-Kansas City reserves the right to refuse the application of any participant whose merchandise or exhibit is deemed inappropriate. You will be notified immediately and your check will be returned.