



**TO: 2011 Marketplace Vendors**

**RE: Participation at KCRiverFest July 2<sup>nd</sup> and 3<sup>rd</sup>, 2011**

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.

**Please note – KCRiverFest is offering FREE ADMISSION for everyone beginning at 1:00 and ending at 3:00 pm both Saturday and Sunday. This is just another way to say “Thank You Kansas City” for all of their support, as well as drive attendance for the earlier part of the day both Saturday and Sunday!**

If you are interested in participating as an exhibitor or crafter at this event, please complete the enclosed application and return it before **June 3, 2011**.

**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: John Short**

**4109 Baltimore**

**Kansas City, MO 64111**

**For questions, please call John Short or Howard Howell at 816-960-3400.**

**Set Up**

Friday, July 1<sup>st</sup> between 12 noon and 5 p.m.

**Gates will open at 1:00pm on Saturday, July 2<sup>nd</sup>**

**Exhibit Hours**

Saturday, July 2<sup>nd</sup> – 1 – 11:00 p.m.

Sunday, July 3<sup>rd</sup> - 1 - 11:00 p.m.

**Tear Down**

Tear down will begin one half hour after the close of the event on Sunday, July 3<sup>rd</sup>.

**Sales Certificate and Tax**

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

# KCRiverFest Marketplace Vendor APPLICATION

KCRiverFest July 2 & 3, 2011

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 3, 2011 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 or Howard Howell 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 3, 2011 or the reserved space will be released.**



## **RULES FOR PARTICIPATION & LIABILITY RELEASE**

***KCRiverFest***

**July 1-3, 2011**

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 1-3, 2011.

- **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 1, 2011 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 2011, 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 3, 2011.**

**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 12<sup>th</sup> Street 5<sup>th</sup> 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  
300 Wyandotte, Suite 100  
Kansas City, MO 64105

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

EventPros, Inc  
4109 Baltimore  
Kansas City, MO 64111

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