



## Downtown Warrensburg

### Rules and Regulations

Burg Fest is an annual community event that is hosted and organized by Warrensburg Main Street, a 501 c3 nonprofit organization with funding to continue to revitalize historic downtown Warrensburg. Proceeds from Burg Fest go directly back to Downtown Warrensburg and help provide free and low cost community events for the public as well as continue to organize and fund Burg Fest Street Fair.

Each Burg Fest vendor shall comply with the following Rules & Regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Johnson, and City of Warrensburg, MO, pertinent to the vendor's participation in the festival, including, but not limited to, statutes and ordinances affecting gambling, health and sanitation, building and electrical, construction, maintenance, codes and fire safety.

The Burg Fest Committee shall have the right to interpret the following Rules & Regulations as in its discretion it might deem appropriate and to enforce compliance with such Rules & Regulations. Any violation of these Rules & Regulations or of any statute or ordinance shall result in immediate forfeiture of all rights and participation in the festival and the forfeiture of any monies to secure participation in the festival.

**Cancellation and Refunds:** As stated on the application, no refunds will be made for cancellation after August 9th, 2024 or for violation of the Rules & Regulations or inclement weather.

**Vendor Hours of Daily Operation:**

Friday, October 11th, 2024: 4:30 pm – 8 pm

Saturday, October 12th 2024: 10 am – 8 pm

(Vendors may stay open while the Entertainment is playing on the Main Stage until 10 pm.)

***No cars will be allowed into the festival until after 11pm Saturday October 12th. If you wish to break your booth down after the vending hours end, all items must be hand carried to your car.***

**Application Process:** Vendors interested in participating in the Burg Fest must fill out the application and submit a completed application along with payment. Applications are not considered accepted or compete without payment. There are a limited number of booth spaces available. The Burg Fest Committee reserves the right to assign all booth spaces. Variety and the availability of power are significant factors in determining acceptance and booth placement. **Vendors accepted into the Burg Fest will receive a confirmation packet via email two weeks prior to the event.** Those not accepted into the festival will be contacted through email and refunded their booth fees.

If multiple of the same type of vendor applies the Burg Fest Committee will try to place the vendors throughout the festival but the Burg Fest committee does reserve the right to limit similar vendors using their best judgment.

**Vendor Categories:** Vendors will identify in one of the four categories for Burg Fest

1. **Artisan/Handcrafted:** All items must be made by the vendor. This includes but is not limited to sublimated tumblers, graphic tees, jewelry, wood crafts, crocheted or quilted items, all forms of art such as pottery or stained glass.

2. Commercial: This includes all multi-level marketing or at home businesses as well as all businesses that have a brick and mortar location outside of downtown Warrensburg or an online only business.
3. Food Truck: This includes all vendors that are selling food regardless if you have a physical dedicated food truck. Food Vendors also must submit proof of insurance. This certificate of insurance should be general liability coverage with limits no less than \$1,000,000 each occurrence and \$2,000,000 aggregate and list the Burg Fest as additional insured. Food vendors must also complete a Food Establishment Permit Application from Johnson County Community Health Services (JCCHS). JCCHS and the Warrensburg Fire Department will do an inspection on Friday afternoon before opening.

#### **Vendor Information:**

- a. **Check-in:** All vendors must Check-in at the Corner of North Holden Street and East Market Street with a Burg Fest Staff person PRIOR to setting up their booth. Check-in times are as follows:
  - 10:00 a.m. – 12:00 p.m. Friday, October 11th: Vendors who will be parking permanent trailers in their booth space.
  - 12:00 p.m. – 2:30 p.m. on Friday, October 11th: All other vendors.
- b. **Definition of Booth Spaces:** The booth spaces are marked off and numbered in the historic downtown Warrensburg area. **You must keep your booth within the confines of the space purchased; this includes tie-downs and overhangs (no exceptions).** Booth spaces measure 10'x 15' on the street. Your booth must be placed on the street (not the sidewalk) and may not extend any further than 10' from the curb into the street – this allows for a fire lane in case of emergencies. Vendor displays, signage, etc. must not interfere with traffic flow or infringe on another booth. Your booth will be removed if it extends further than the definition in these Rules & Regulations. Under no circumstances may you sell your booth space to another exhibitor or permit other parties to exhibit merchandise – **you may only sell what is stated on your application.** All booths must be staffed and in operation for the entire scheduled vendor hours every day, the vendor has signed up to participate. The Burg Fest Committee reserves the right to remove a booth from the festival should the booth be constructed in an unsafe manner.
- c. **Booth Specifics:** Vendors must provide the set-up, including a tent, tables, chairs, display screens, etc. All tents must have weighted tie-downs. This prevents tents from blowing over and injuring vendors and/or guests in the event of a storm.
- d. **Security:** Security will only be provided to preserve order during festival hours. The Burg Fest and Warrensburg Main Street are not responsible for damage to any person during the festival or for any damaged, lost or stolen items. Warrensburg Police and the UCM Criminal Justice Honor Society Volunteers will patrol the area after hours; however, exhibitors are strongly encouraged to remove and secure any and all valuables, including merchandise, at the end of the day, as the festival area cannot be fenced or sealed off. Each exhibitor is responsible for his or her own insurance.
- e. **Vehicle Parking:** No vehicles will be allowed in the festival area from **1 hour prior** to the opening of the festival and until 11pm Saturday night unless given permission by Burg Fest Committee/Warrensburg Main Street staff. This will be strictly enforced by the police. No parking in front of barricades or in alleyways. In case of an emergency, the fire department must move the barricades to get inside the festival area. Failure to comply will result in booth

removal and your vehicle will be towed. **A designated vendor parking space will be provided in the downtown district.**

- f. **Take Down:** No booth or part thereof is to be dismantled or removed before vendor closing time on each day of the festival. **BOOTHS MUST BE MANNED AND OPEN ALL DESIGNATED VENDING HOURS OF THE FESTIVAL EACH DAY VENDORS ARE PARTICIPATING.** Those who tear down early may not be allowed to return to the festival in future years. No vehicles will be permitted into the exhibit areas until all people are cleared from the festival. If crafts are subject to weather, crafters must provide adequate protection. Take down of booths shall take place between Saturday, October 12th at 11:00 pm and Sunday, October 13th at 10:00 am. **ALL EXHIBITS MUST BE COMPLETELY REMOVED FROM THE PREMISES BY SUNDAY, OCTOBER 13TH AT 10:00 a.m.**
- g. **Rain-out Clause:** In the event of rain for more than two (2) hours, the Burg Fest Committee will make a decision whether or not a "Rain-out" will be called. Participants will be notified when vehicles may be allowed into the Festival area. If you do tear down because of rain and a "Rain-out" has not been called you must carry products out by hand. No vehicles will be allowed into the festival area. Failure to comply with this rule may exclude you from participating in future festivals. Even if a "Rain-out" is called, refunds will not be issued.
- h. **Prohibited Items:** No merchandise shall be sold, used or given away that are obscene, dangerous or unlawful. Expressly prohibited are items including, but not limited to the following: alcoholic beverages, drug paraphernalia, guns, butterfly knives, switchblades, throwing stars, brass knuckles, water weenies, explosive devices, fireworks, silly string, poppers, disappearing ink, stink bombs and other items.

**Electricity:** Limited electricity is available for an additional fee at the time of application. Vendors who do not pay for power will not be able to hook up to power during the festival. Vendors are encouraged to use energy-efficient lighting. If you have any special electrical needs to operate your booth, please note them on your application. If those needs can be met, you will be charged an extra fee for this service. **All vendors paying for a booth with electricity must use 12-gauge cords.** Burg Fest is not responsible for damage caused by a power surge to any equipment. If appropriate, vendors are encouraged to provide surge protectors. Non- Food Vendors are NOT allowed to bring generators, unless they have received special permission from the Burg Fest Committee. Vendors who hook up to electricity they did not pay for may be removed from the festival. All electrical cords must be taped down if crossing over a sidewalk or high volume walkway. Any food truck that is using a generator MUST use a generator throughout the entire festival and will not be able to hook up to electricity overnight.

**Water:** There is a VERY limited amount of water hookups for food vendors during the festival. These spaces will be given out on a first come first serve basis.

**Food Vendors:** No open fires are permitted at any time. It is the responsibility of each food vendor to remove all used cooking oil and/or grease from the festival premises. These wastes, including batter from corn dogs, funnel cakes, etc. are **NOT to be dumped into festival trash cans.** All food vendors must have at least one dry chemical fire extinguisher at their booth area. Food trucks that are using a generator MUST use a generator throughout the entire festival and will not be able to hook up to electricity overnight.

**Daily Clean Up:** Vendors' booths must be kept clean of all refuse, rubbish and garbage. Vendors are responsible for taking out their own trash (cardboard boxes, plastic wrap, food waste, etc.) to the dumpster or giving it to the Burg Fest trash collection vehicles. Vendors are encouraged to take large

trash to the dumpster provided on the vendor map rather than using bins throughout the festival. If booths are not cleaned properly, vendors will not be invited to return.

**Sales Tax:** It is the responsibility of all vendors to pay their own sales tax to the State of Missouri. If you need assistance obtaining a MO Sales Tax ID Number, contact the Missouri Department of Revenue at 573-751-2836 or visit [www.dor.mo.gov](http://www.dor.mo.gov).

The Burg Fest Committee will notify a vendor of his/her violation of this provision, and the items will be removed from the festival area. Failure of a vendor to do so will create forfeiture of his/her rights and privileges pursuant to this contract. The Burg Fest Committee has the right to request removal of offensive or non-complying objects.

**Sound Restriction:** The Burg Fest Committee reserves the right to monitor and regulate the level of sound from all booths. Loud speakers and noisy instruments are not permitted. Please be considerate of your fellow exhibitors. After two (2) warnings regarding offensive or loud sound, the Burg Fest Committee shall have the right to disconnect power from the booth or request the offending vendor to vacate the booth.

**Pets:** For the safety of all, pets must be on a leash at all times.

**Vendor Conduct:** All vendors will show others respect at all times. Vendors, employees, helpers or patrons who arrive inebriated, use foul language or act in a confrontational manner with other vendors, Burg Fest staff or festival attendees will be asked to leave the festival immediately. No fees will be refunded and you will not be allowed to participate in the festival in future years.

### 2024 Calendar of Important Dates

**Friday, August 9th:** Last day to cancel and receive refund

**Friday, September 13th:** Last day to submit vendor application

**Mid/End-September:** Notification of Burg Fest Festival Overview & Vendor Confirmation

**Friday, October 11th:** (10:00 am – 12:00 pm) Vendor Check-in for Trailers Staying on Location

**Friday, October 11th:** (12:00 pm – 2:30 pm): All other Vendors Check-in

**Friday, October 11th:** (4:30 pm – 8:00 pm) Vendors Hours

**Saturday, October 12th:** (10:00 am– 8:00 pm) Vendors Hours

**Saturday, October 12th starting at 11:00pm - Sunday, October 13th 10:00 am:** Booth Breakdown. All Vendors must be out of the festival area by 10:00 a.m. on Sunday. Please remember no vehicles may enter the festival until all pedestrians have left the area on Saturday. Please make sure to take all trash from your vendor location.

**THE BURG FEST COMMITTEE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION AND DOES NOT GUARANTEE PROXIMITY TO OR AWAY FROM COMPETING VENDORS.**

## Burg Fest

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[warrensburgmainstreet.org/burg-fest/](http://warrensburgmainstreet.org/burg-fest/)

Sponsored by Warrensburg Main Street

