



## **Burg Fest Street Fair - 2025 Rules and Regulations**

**Friday October 10th, 2025 - 4:30pm - 10:30pm**

**Saturday October 11th, 2025 - 8am -10pm**

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 8th, 2025 or for violation of the Rules & Regulations or inclement weather.

**Vendor Hours of Daily Operation:**

Friday, October 10th, 2025: 4:30 pm – 8 pm

Saturday, October 11th 2025: 10 am – 8 pm

(Vendors may open earlier for the Car Show starting at 8am or 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 11th. If you wish to break your booth down after the vending hours end, all items must be hand carried to your car. Vendors who violate this rule will not be allowed to return to future festivals***

**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 complete 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 Burg Fest will receive a confirmation email after their application has been reviewed and payment has been received from [theburgfest@gmail.com](mailto:theburgfest@gmail.com). A vendor packet will be sent out 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 following categories for Burg Fest.

1. **Artisan/Handcrafted:** All items sold in this category must be handmade by the vendor. This includes, but is not limited to: sublimated tumblers, graphic t-shirts, jewelry, woodcrafts, crocheted or quilted goods, and various forms of art such as pottery, stained glass, and original artwork.
2. **Commercial:** This category includes multi-level marketing (MLM) representatives, home-based businesses, online-only businesses, and any business with a brick-and-mortar location outside of Downtown Warrensburg.
3. **Food Truck/Food Vendor:** This category includes all vendors selling food, whether operating from a dedicated food truck, trailer, food stand, or tent. This also includes vendors selling baked goods or prepackaged food items. All food vendors are required to submit a Certificate of Insurance showing general liability coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The certificate must list Burg Fest as an additional insured.
  - a. All food vendors must complete a **Food Establishment Permit Application** through **Johnson County Community Health Services (JCCHS)**. For questions, contact JCCHS at (660) 747-6121.
  - b. Please note: **JCCHS and the Warrensburg Fire Department will conduct inspections on Friday afternoon prior to event opening.**
4. **Downtown Warrensburg Business:** This category is for businesses located within the Downtown Warrensburg district. If your storefront falls within the designated festival vendor area, you may request the space directly in front of your business. Businesses using this space must provide their own electricity if needed. The space must be actively utilized with a tent, table, display, or clear signage indicating the business is open and participating. Due to high demand for vendor space, any unused or empty areas may be reassigned at the discretion of Burg Fest staff.
  - a. Important: If a Downtown business chooses to offer its designated space to an outside business or organization, Burg Fest staff must be notified in advance.
5. **Season Vendor – Warrensburg Farmers' Market:** This category is reserved for vendors who participated as season vendors in the most recent Warrensburg Farmers' Market season. Eligible vendors may reserve up to two vendor spaces and have the option to purchase electricity if needed. Standard vendor regulations still apply.
6. **Non-Profit:** This category is for recognized 501(c)(3) organizations or other officially registered non-profit entities. Nonprofits may use their booth space for outreach, promotional activities, fundraising, or community engagement. All planned activities and fundraisers must be detailed in the application and are subject to approval by Burg Fest staff. Food and beverage sales are permitted at the discretion of Burg Fest staff and may require additional permits or approvals. Please note any food or drink items in your application for consideration.
7. **Community Groups:** This category is for unregistered or informal community-based groups such as fraternities, sororities, scout troops, church groups, school clubs, and similar organizations that are not registered as official non-profits. These groups may use their booth space for outreach, promotional activities, community engagement, or fundraising. If fundraising involves the sale of food, beverages, or other items, prior approval is required from Burg Fest staff. All items intended for sale must be listed in the application and are subject to review and approval.

**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. Detailed directions will be sent in the vendor packet. Check-in times are as follows:
- 10:00 a.m. – 12:00 p.m. Friday, October 10th: Vendors who will be parking permanent food trucks, trailers, or large items in their booth space.
  - 12:00 p.m. – 2:30 p.m. on Friday, October 10th: 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 Street Fair 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.
- f. **Tear 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. Vehicles are not permitted until 11pm due to the safety of festival participants. Vendors who do not follow proper tear down procedures will not be asked back. If crafts are subject to weather, crafters must provide adequate protection. Tear down of booths shall take place between Saturday, October 11th at 11:00 pm and Sunday, October 12th at 10:00 am. **ALL EXHIBITS MUST BE COMPLETELY REMOVED FROM THE PREMISES BY SUNDAY, OCTOBER 12TH 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:** To ensure a safe, family-friendly environment, the following types of items are **not permitted** to be sold, displayed, or distributed by any vendor, organization, or group:
- Weapons of any kind (including firearms, knives, or replicas)
  - Fireworks or explosives
  - Drug-related paraphernalia, CBD, or THC products (including edibles, oils, or vapes)
  - Tobacco, vaping, or nicotine products
  - Alcohol (unless approved as part of a designated tasting event)
  - Sexually explicit, profane, or graphic content (including signs, apparel, or media)
  - Items promoting hate speech, discrimination, or violence
  - Live animals (for sale, trade, or giveaway)
  - Hazardous materials (e.g., gasoline, open flames not pre-approved)

**Note:** Burg Fest staff reserves the right to prohibit any additional items deemed unsafe, inappropriate, or disruptive to the event’s atmosphere.

Burg Fest has granted exclusive rights for the sale of certain carnival-style food items to the official carnival vendor(s). Therefore, **no other vendor, food truck, or food stand is permitted to sell cotton candy or funnel cakes** at the festival. Vendors found selling these items will be asked to remove them immediately and may face removal from the festival without refund.

**Electricity:** Limited electricity is available for an additional fee and must be requested at the time of application. **Only vendors who have paid for electricity will be allowed to access power during the festival.** Unauthorized use of electricity may result in removal from the event. Vendors are encouraged to use energy-efficient lighting. If your booth has **special electrical requirements**, please include those details in your application. If we are able to accommodate them, additional fees may apply.

**Important Guidelines:**

- Vendors approved for electricity must use **12-gauge extension cords**.
- **Surge protectors** are recommended, as **Burg Fest is not responsible** for damage caused by power surges.
- **All cords crossing sidewalks or high-traffic walkways must be securely taped down.**
- **Non-food vendors are not permitted to bring generators** unless granted special permission by the Burg Fest Committee.
- **Food trucks using generators must use them for the entire festival** and will not be allowed to switch to electrical hookup 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 on festival grounds. Each food vendor is responsible for the proper removal and disposal of all used cooking oil, grease, and food waste (including batter from items such as corn dogs and funnel cakes). These materials **must NOT be disposed of in festival trash cans**. Designated dumpsters for vendor trash removal will be mapped and provided. **Food vendors are NOT permitted to use the festival trash cans located throughout the**

**event, as those are reserved for general attendees.** All food vendors must have at least one dry chemical fire extinguisher readily accessible at their booth or truck. Food trucks using generators **must operate the generator for the entire duration of the festival** and are **not permitted to switch to electrical hookups 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.

#### **2025 Calendar of Important Dates**

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

**Friday, September 12th:** Last day to submit vendor application

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

**Friday, October 10th:** (10:00 am – 12:00 pm) Vendor Check-in for Trailers/Food Trucks/Large Items

**Friday, October 10th:** (12:00 pm – 2:30 pm): All other Vendors Check-in

**Friday, October 10th:** (4:30 pm – 8:00 pm) Vendors Hours

**Saturday, October 11th:** (10:00 am– 8:00 pm) Vendors Hours

**Saturday, October 11th starting at 11:00pm - Sunday, October 12th 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.**

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