



Grain Valley Fair Board
PO Box 2934
Grain Valley, MO 64029
(816) 719-9436
gvfair@gmail.com

Hello Fair Vendors!

It is time begin preparation for the 2024 Grain Valley Fair to be held on September 6th and 7th. By all accounts we had a great Fair in 2023. Crowds on Saturday were huge, and we hope to build on that by adding a few things to make the crowds even larger. For example, this year we will be running a parking shuttle on Saturday, and we are looking at moving the carnival to one of the baseball fields so they can bring even more rides. This will give us more room for vendor parking and allow us to move the vendors back a bit, so the bands aren't as loud for the vendors up front.

NEW THIS YEAR – We will be providing a messaging app service so that we can send more efficient and real time communication to you prior to the fair and during the fair.

Again, the Fair will be Friday, September 6th and Saturday, September 7th. Vendor setup will begin Friday morning/afternoon and booth tear down will again be on Saturday evening no earlier than 9:00 PM. The Fair Committee can adjust shut down times earlier depending on the weather.

All booths are outside booths, You will need to provide your own tent or tents. Booth prices will remain the same for 2024. We feel our prices are very reasonable compared to some of the other fairs in the area. We spend a lot more money on entertainment because we run our fair as a separate non-profit, so all proceeds go back into the fair and nowhere else. Again, this year we ask that you bring 150 feet of extension cord if you need power. Over 90% of the booths are a lot closer to power than that, but we like to be safe. You will also want to make sure that any valuable items are plugged into surge protectors. We did have a fuse go bad last year on one of our poles, which caused a surge that blew out a few lights and a couple of fans in some booths.

We have added a Code of Conduct for vendors this year to our application. We will also have you sign an acknowledgement that you understand the Code of Conduct upon checking in at the Fair. If we receive complaints from fellow vendors or attendees of the Fair of inappropriate behavior, we can ask you to pack up and leave immediately with or without warning depending on the severity and number of complaints. This is a family event, and we will not tolerate anyone feeling uncomfortable or unsafe.

All non-food booths will have access to standard power. Please make sure to read the application for the type of extension cord you will need to provide. All vendors who must run a cord across an improved surface like the track will be required to secure their cords down. We are ordering more of the heavier rugs and cord tracks to make this easier and safer for everyone.

As always, we will be flexible in working with you to find the spot for your needs. We will try to keep larger vendors who have trailers on the hard surface of the track but will limit it to one side of the track, so visibility isn't obscured. All Food Truck vendors will be in the parking lot area just like the last couple of years. We call this area Food Truck Alley. If you are a food vendor and do not have a trailer or truck you will have the option of being included in Food Truck Alley or you can be in the field with the other vendors. If the weather is noncooperative we will try to get as many vendors as possible on an improved surface.

If you are a food trailer or food truck, you will need to provide your own generator for power (unless you make arrangements

with us regarding standard electricity). If you are a new food vendor, please check with us before submitting your application to make sure there are not limitations in place on the types of food items you are proposing. For example, we can't have multiple vendors selling the same type of food.

As has been our policy in the past, it will be up to the discretion of the fair committee to allow multiple vendors selling the same products (for example: two vendors selling lockets and charms or two vendors selling essential oils.) There are some products that can handle multiple vendors with similar products (clothing, etc.) but some are too similar. If you represent a direct sales company, please check with us first before sending in your application to make sure we do not already have a booth representing your company as only one is allowed per each company.

WE STRONGLY ENCOURAGE YOU TO FILL OUT YOUR APPLICATION ONLINE. Please make sure you denote how you will be paying on the electronic application. Also make sure you email us that you have submitted the application online. You can access the online application here.

<https://forms.gle/vDbRfQLzgWSRhfBX6>

or scan this QR Code



Fill out application online, mail or email your application, along with payment, as early as possible to reserve your space. We did have to turn vendors away in 2023 for lack of space. We do accept cash, check, and credit/debit cards. We have a Square Store to allow you to pay your fees online. That website is <https://grain-valley-fair.square.site/> The Fair is being run solely by the Grain Valley Fair Association. Please make all checks payable to the Grain Valley Fair and utilize our Square account if paying by credit or debit card. We can send you an electronic invoice to pay if that works best for you. Just let us know.

If you are a returning vendor you have until April 1, 2024, to reserve your spot for 2024. After April 1st we will begin openly advertising for the Grain Valley Fair and you will not be guaranteed your spot if a new like vendor signs up after April 1st.

Please feel free to call or email with questions.

We look forward to seeing you this year!

Thank you!

The Grain Valley Fair Committee

GRAIN VALLEY FAIR 2024 BOOTH APPLICATION

BOOTH/ORGANIZATION*: _____ EMAIL*: _____

AUTHORIZED BOOTH HOLDER*: _____ PHONE*: _____ CELL*: _____

ADDRESS*: _____

CITY*: _____ STATE*: _____ ZIP*: _____

Description of Items Sold or Displayed: *

**PLEASE READ APPLICATION,
LICENSE AGREEMENT, GENERAL
INFORMATION & RULES & REGS
BEFORE SIGNING**

Locations will not be reserved without this signed agreement, signed license agreement, payment of the booth fee and required electrical, and a Certificate of Insurance (insurance required only for food booths)

**FEE NONREFUNDABLE AFTER
8/01/2024**

COMMERCIAL FOOD x =
(size of space) (fee) (total fee)

NON-FOOD VENDOR x =
(size of space) (fee) (total fee)

TOTAL ENCLOSED

**Make Checks Payable to: GRAIN VALLEY FAIR
PO Box 2934
Grain Valley, MO 64029**

“I, the undersigned have thoroughly read the rules and regulations and the license agreement and agree to comply.”

Signature of Booth Holder (must be over 18) _____ Date _____

BOOTH PRICES

| | | |
|---|-------|------------------------------------|
| Outside Space Provide Your Own 10' by 10' Canopy (Arts, crafts, retail sales, promotions) | 12x12 | \$100 (includes 110V electricity) |
| | 12X24 | \$150 (includes 110V electricity) |
| | 12x36 | \$180 (includes 110V electricity) |
| Outside Space Provide Your Own 10' by 10' Canopy (Non-Profit Groups) | 12X12 | \$50 (includes 110V electricity) |
| | 12X24 | \$75 (includes 110V electricity) |
| Commercial Food Booths | 12x12 | \$150 (provide your own generator) |
| | 12X24 | \$200 (provide your own generator) |
| | 12x36 | \$250 (provide your own generator) |

2024 License Agreement

Grain Valley Fair

ELECTRICAL REQUIREMENTS AND FEES

ELECTRICAL – This Mandatory Fee is Included in Your Booth Rental for Non-Food Vendors

110V – 20 AMPS

Included

Vendors need to provide a 150 foot extension cord that is rated SO, SJ, or SJO – 12 GAUGE

RETURN THE SIGNED APPLICATION FORM, THE SIGNED LICENSE AGREEMENT AND YOUR BOOTH MONEY (AND INSURANCE IF APPLICABLE) IN ORDER TO SECURE A BOOTH. YOU WILL RECEIVE AN EMAIL ONCE YOUR APPLICATION AND PAYMENT ARE RECEIVED AND PROCESSED.

This revocable license agreement is made this _____ day of _____, 2024 between the Grain Valley Fair Association hereinafter referred to as "Fair" and _____, hereby referred to as "Vendor".

***BOOTH:** The Fair hereby grants to Vendor the revocable license to use vending space during the 2024 Grain Valley Fair for the purpose of operating the following booth(s): _____

The booth shall be erected so that no portion extends beyond the boundaries of the indicated space.

***FEE:** In consideration of the revocable license herein granted to Vendor to conduct and operate under the terms, provisions and conditions of this contract, Vendor shall pay to the Grain Valley Fair the sum of \$_____ for space rental and electricity (if any). **NO REFUNDS WILL BE ISSUED AFTER AUGUST 1st, 2024.**

***SETUP:**

FOOD VENDORS will be on Friday, September 6th starting at 9:00 am.

ALL OTHER VENDORS will setup on Friday, September 6th from 10:00 am to 2:00 pm. If you are a non-food vendor with a trailer you work out of, you may come as early as 9:30 am for us to get you in. All vehicles will be required to be off the Fair Grounds unless arrangements have been made by 3:00 pm. Grain Valley Fair reserves the right to move you to another location if you come in late. Security will be provided Friday night, but the Fair is not responsible for items left in booth spaces.

***BOOTH CONSTRUCTION/USE:** The Fair reserves the right to remove a booth from the event if the booth is constructed in an unsafe manner. Vendors will confine their operation to their own booth. Subleasing of any or all of the assigned booth space is strictly prohibited. The Fair reserves the right to monitor and regulate the level of sound from all the booths. After two warnings about offensive sound, the Fair shall have the right to disconnect power from the booth or request the vendor to vacate the event. Please be aware of vendors around you. Do not block their booth space at any time.

***VEHICLES: Vehicles are prohibited from parking in the Fair area after set-up time at 3:00pm on Friday, September 6th, 2024 unless arrangements have been made.** Said booth shall remain **OPEN AND MANNED DURING THE ENTIRE FAIR** and cannot be taken down or merchandise removed prior to 9:00 pm Saturday, September 7, 2024. The hours of the Fair shall be Friday 4:00 PM to 10:00 PM, Saturday: 11:00 am to 10:00 PM. Vendors must stay open till 9:00 PM Friday and 9:00 PM Saturday but may stay open till close if they wish. No vehicles will be allowed in the Fair area Friday, September 6th between 3:00 pm to 10:00 pm, and Saturday, September 7th between 11:00 AM and 9:30 PM. unless arrangements have been made. EVERYTHING must be packed and ready to go before you bring your vehicle onto the field.

***ELECTRICAL:** Vendors planning to use electricity should bring *at least* 150 feet of extension cord, heavy enough to handle the approved electric load. If using more than one electrical device, Vendor is required to provide an adequate power strip with fuse or breaker protection. Breakers and ground fault protection will control each circuit and common sense should be used as to the number and demand of each electrical device. For electricity failures, report to the Fair booth immediately. Any vendor that must run a cord across an improved area like the track will be required to secure their cords to the ground. The Fair Committee will provide the tape, rugs, or cord channel, but it is the responsibility of the booth owner to make sure their cord is secure and remains secure. Commercial food booths must provide their own generator for their power source unless other arrangements are made.

***CODE OF CONDUCT:** Vendors need to be respectful of other vendors and attendees of the Fair. This is a family event. There will be no:

- Leaving booth area to follow attendees to make sales.
- Using attendees of the Fair to assist in making sales of your product that are not part of your company.
- The use of any inappropriate or vulgar language.
- Glaring or staring at others in a way making them feel uncomfortable.
- Touching others without their consent
- Merchandise that includes Vulgar or Lewd Language, Drug References, Sexual Connotations, Nudity, etc.

Violation of any of these can lead to immediate removal from the event with or without warning.

***INTERPRETATION AND ENFORCEMENT OF RULES:** Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Jackson and the City of Grain Valley pertinent to the vendor's participation in the event, including but not limited to statutes and ordinances affecting gambling, health and sanitation, building and electrical construction and maintenance, and fire safety.

The Grain Valley Fair (it) shall have the right to interpret the following rules and regulations, to amend or add such rules and regulations at its discretion, whenever it (the Grain Valley Fair) might deem appropriate and to enforce compliance with such rules and regulations.

Any violation of these rules and regulations or of the referenced statutes and ordinances may result in immediate forfeiture of all rights of participation in the event.

The Grain Valley Fair reserves the right to close an operation, booth, game or other activity and make no refund of fee.

***INSURANCE: LIABILITY INSURANCE: All Games, Booths with Animals present, and Food Booths are required to provide a current Certificate of Liability Insurance. (at least \$1,000,000)**

***INDEMNITY:** Vendor agrees to indemnify and hold harmless the City of Grain Valley Missouri, The Grain Valley Fair Association and the, its officers, directors, staff, volunteers, and agents from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees caused in whole or in part arising out of the activities of the aforementioned organization, it's members and agents arising out of or related to this License Agreement.

***SALES TAX PAYMENTS:** All vendors shall be current in all sales tax obligations to the State of Missouri and/or the City of Grain Valley. If said obligation is unsatisfied, the Grain Valley Fair shall prohibit the vendor from participating in the event, and the vendor shall forfeit all fees, costs or monies paid to the Fair for participation in or associated with the event.

***MERCHANDISE:** At no time will Vendors be allowed to sell, or display items considered by the Fair Officials to be **offensive, lewd, obscene, dangerous, or illegal**. Items expressly prohibited from sale include, but are not limited to, throwing stars, switchblades, spring-powered knives, nun chucks, butterfly knives, and explosive devices such as fireworks. Grain Valley Fair reserves the right to have a vendor remove merchandise, displays, or services that the committee determines is offensive, lewd, obscene, dangerous, illegal, or Contradictory to Fair policies. Violations shall be in default of this contract, and upon a violation Fair may terminate this license.

***FOOD/BEVERAGE BOOTHS:** All food and beverage vendors are responsible for obtaining a **Jackson County Health Dept. Temporary Food Permit from the Environmental Health Department of Jackson County, MO** Vendor shall be responsible for removing trash in and surrounding their booth.

All items proposed to be sold must be indicated on the front of your contract. **NONE MAY BE ADDED WITHOUT PERMISSION** from the Fair. Any additions/changes must be made with knowledge of the Fair not later than 10 days prior to opening. There may be limits on the number of booths permitted to sell any one major food item. Attempts will be made to discourage similar food items being sold by nearby competition; however, we cannot assure it will not happen.

No drinks or food may be sold or given away except by food booths unless samples have been approved by the Grain Valley Fair. Bulk ice will be available for sale on site. Food handlers are required to wear plastic gloves while serving food.

Every food vendor with an open flame, any device emitting flame or fire or creating a glow capable of igniting combustible materials must have at least one fire extinguisher (2-a:10-B:C) or its equivalent in the booth.

***SMOKING:** Smoking and/or alcohol is prohibited in booth areas and/or tent and on all Fair grounds except in the designated areas.

***CANCELLATION:** Vendor shall notify Fair in writing of intent to cancel this contract **no later than August 1st**. Cancellations after this date are not eligible for a refund. Refunds will be mailed after the event.

***TERMINATION OF LICENSE:** Vendor further agrees to conform and comply including **keeping booth open and manned during all the stated operating hours** with the rules and regulations of the Fair, a copy of which are attached hereto and incorporated by reference. The failure or breach of Vendor to comply with any of the terms or conditions of this agreement shall cause the immediate revocation of Vendor's license, at the option of the Fair. Upon the revocation of Vendor's license, Vendor agrees to immediately and peacefully vacate the licensed space. Any and all sums paid by Vendor to Fair, in the event of revocation of Vendor's license, shall be non-refundable.

***CONTRACT CONTINGENCY:** This contract is contingent, insofar as the Grain Valley Fair Association is concerned, upon its ability to obtain permission from the City of Grain Valley to conduct the 2024 event. In the event this contingency is not met prior to the opening of the festival, the contract shall be null and void and monies refunded.

Please remit your application as soon as possible. Only one Vendor will be allowed for each Direct Sales company (for example Avon, Scentsy, etc.) Direct Sales companies will also be limited to one per category. Decisions regarding comparable Direct Sales companies will be determine by the Grain Valley Fair Association. Only three vendors will be allowed under each of the categories of "sweet treats" (ice cream, fried pies, etc.) and chiropractic services. Previous vendors will be allowed back if registration is made before April 1st. After April 1st spaces are not guaranteed. For your convenience, we do take credit cards via square at <https://squareup.com/store/grain-valley-fair>.

GRAIN VALLEY FAIR RESERVES THE RIGHT TO ASSIGN SPACES AND ALTER LAYOUT AS DEEMED NECESSARY.

This license agreement has been executed this _____ day of _____, 2024.

By: _____
Vendor Grain Valley Fair Association Representative

Please sign and return. We will email you a confirmation that it was received. Your booth space is not confirmed until we receive the signed copy of this agreement.