

## VENDOR RULES/REQUIREMENTS

COW DAYS FALL FESTIVAL

SEPTEMBER 20 - 21, 2024

Please read the rules below carefully, initial under each section, and sign and date the last page. Noncompliance with any of these rules will result in removal from the event or not being invited back next year.

### Setup

All booths are reserved. No sharing is permitted. A moderate crowd is expected by early Friday afternoon, building to a large crowd by late afternoon; Saturday activities start at 9:30 am. Activities end at 10:00 pm on Friday and Saturday.

- **Mobile units and trailers will be parked by appointment only on Thursday night, September 19.** Your scheduled time will be provided in your confirmation email no later than a week before Cow Days.
- **All equipment must work on GFCI. If it does not, you will NOT be allowed to bypass it, thus you will have NO electric. Test all equipment prior to Cow Days to ensure it will not cause a GFCI outlet to trip. NO EXCEPTIONS WILL BE MADE!**
- **Food vendors with tents/canopies may begin setup AFTER 10:30 pm on Thursday, September 19.**
- **Craft vendors with tents/canopies may begin setup at 7:30 am on Friday, September 20,** in the exhibit area.
- **Unloading vehicles must be removed from the exhibit area by 10:15 am on Friday and by 9:00 am on Saturday.**
- There is no special parking for vendors. Vendors will utilize surrounding city streets, subject to availability.
- **Vehicles are strictly prohibited from entering the exhibit area outside the designated set up times stated above. DO NOT REMOVE BARRICADES!!**
- If you must leave the venue before activities end for the day, you will have to remove your merchandise, tent, tables, etc., by foot. Depending on where you are parked, this could be a long haul and require multiple trips. Please plan accordingly (we suggest using a wagon and having helpers).
- Vendors MUST clear the exhibit area no later than midnight, Saturday, September 21.

\_\_\_\_\_ Initial that you understand and accept these rules.

### Display Areas

All displays must be neat, clean, and attractive. **A dumpster for trash disposal will be located on Elm St near the police station. ALL VENDORS ARE RESPONSIBLE FOR KEEPING THEIR TRASH PICKED UP AND PROPERLY DISPOSED.** Smoking is not permitted in vendor booths (by vendors or patrons). Vendors who have a radio or music playing at their booths need to keep the volume down and play music appropriate for families. Vendors are responsible for:

- Providing their own tables, chairs, display items, disinfecting wipes, hand sanitizer, etc.
- Providing their own water, ice, and electrical cords. The Chamber DOES NOT supply these items.
- Removing all trash from their area and providing at least one trash receptacle. Vendors may not pile excess trash near your booth or on the sidewalk behind the booth. Dispose of excess trash promptly in the dumpster!
- Providing their own insurance, licenses and permits as required for their particular business. The Chamber DOES NOT monitor this nor provide forms to apply for such items.

\_\_\_\_\_ Initial showing your understanding and compliance with these terms.

### Clean Up

All booths must be trash and grease free when exiting the event on Saturday night. **If your assigned booth is left in an unsatisfactory manner with left behind debris of any kind, you will be charged a cleaning fee of \$250. If the bill is not paid within 30 days of invoice, you will not be allowed to participate in future Cow Days events.**

\_\_\_\_\_ Initial showing your understanding and compliance with these terms.

"The Most Important Person in Our Community is You"

P.O. Box 817 | Dixon MO 65459

**DIXON COW DAYS FALL FESTIVAL  
VENDOR BOOTH APPLICATION FORM  
SEPTEMBER 20-21, 2024**

Name \_\_\_\_\_ Home/Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business/Organization Name \_\_\_\_\_ Returning vendor: Yes \_\_\_ No \_\_\_ Year \_\_\_\_\_

Mailing Address \_\_\_\_\_




E-mail Address \_\_\_\_\_ Raffle: Yes \_\_\_ No \_\_\_

**Check booth type: Craft/Merchandise Sales (\_\_\_) Information/Promotion (\_\_\_) Games (\_\_\_) Food (\_\_\_)**

**Raffle item:** \_\_\_\_\_

**Items for Sale:** \_\_\_\_\_

Special requests or notes \_\_\_\_\_

Booth Size*		Price (each)	Quantity	Total
10x10 Non-Food Booth (No discounts/No sharing)		\$50		
10x15 Food Booth		\$200		
10x30 Food Booth (2 booths)		\$300		
10x45 Food Booth (3 booths)		\$400		
10x60 Food Booth (4 booths)		\$500		
110v plug-in ( <b>GFCI Compliant</b> ) You will get ONE (1) 110v plug-in with this fee. You may use only TWO (2) appliances per plug.		\$20		
30-amp plug-in ( <b>GFCI Compliant</b> ) You will get ONE (1) 30-amp plug-in with this fee.		\$30		
50-amp plug-in ( <b>GFCI Compliant</b> ) You will get ONE (1) 50-amp plug-in with this fee.		\$50		
PayPal Convenience Fee (nonrefundable fee)		\$5		
		<b>Totals</b>		

I wish to pay via PayPal. My PayPal email address is: \_\_\_\_\_

Please use only those outlets labeled with your booth number. Booth electrical systems are subject to inspection.  
WATER AND ICE ARE NOT AVAILABLE! Bring your own water, ice, tables, and extension cords. The Chamber does NOT supply these items.

**\*Tent/Canopy (\_\_\_) \*Mobile Unit/Trailer (\_\_\_)**

Mobile Unit/Trailer Length, including tongue: \_\_\_\_\_

**\*Note: If your tent/trailer length and/or setup exceeds 15 feet (food vendors) or 10 feet (non-food vendors), you MUST rent at least two booths. NO EXCEPTIONS.**

Is the trailer tongue to your left or right (if facing your customers from inside the unit)? Left \_\_\_ Right \_\_\_

Are your plug-ins GFCI compliant? Yes \_\_\_ No \_\_\_

**\*\*If your plug-ins are NOT GFCI compliant, you will not have working electricity at this event! There are NO refunds due to non GFCI compliant plug-ins. PLEASE DO YOUR RESEARCH BEFORE TURNING IN YOUR APPLICATION.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*Dixon Area Chamber Only\*\*\*\*\*

Date PayPal Invoice Sent \_\_\_\_\_ Sent by \_\_\_\_\_  
 Date Received \_\_\_\_\_ Payment by: Cash (Yes/No) Check # \_\_\_\_\_ PayPal (Yes/No)  
 Payment Received by \_\_\_\_\_ TOTAL PAID \_\_\_\_\_

## Dixon Area Chamber of Commerce

### 2024 Vendor Information Letter

Dixon Cow Days Fall Festival - September 20-21, 2024

The Dixon Area Chamber of Commerce is now reserving vendor booth spaces for the 2024 Dixon Cow Days Festival to be held on September 20-21, 2024. We hope you will join us for this exciting event! Booth prices are listed on the attached vendor application form. **The regular deadline for submitting applications is August 15, 2024. The priority deadline for returning vendors (from the previous year only) is June 15, 2024.** Returning vendors who submit their applications by June 15, will receive priority placement, i.e., will be placed in the same general area as the previous year (if requested). Note that returning vendors are NOT guaranteed the same exact booth spot(s). The Chamber reserves the right to NOT grant priority placement if it would be in the best interest of other vendors and attendees (e.g., food booth that produces a lot of smoke.)

**Returning vendors who submit applications later than June 15, 2024, will be treated as new vendors.** For new vendors, application approval and booth placement will be on a first-come, first-served basis. The Dixon Chamber will place vendors appropriately and as the committee sees fit for the best viewing and selling experience for all vendors and the event as a whole.

**To apply for a vendor booth space**, please complete the attached Vendor Booth Application Form and Vendor Rules/Requirements Form and send it to the address listed below, along with your PayPal information, check, or money order made payable to the "Dixon Area Chamber of Commerce." **Please make a copy or snap a photo of the completed forms for your records.** For those paying by PayPal, please include your PayPal email on the application form and we will send you an invoice. If you pay within 48 hours of receiving the invoice, we will date your application as of the date we received your signed paperwork. Those paying via PayPal may either mail the completed forms to the address below or email to [chamber@dixonchamberofcommerce.com](mailto:chamber@dixonchamberofcommerce.com).

Mail completed forms to: Sonya McClendon  
24974 County Road 9000  
Dixon, MO 65459

**You must sign, initial, and date the Vendor Rules/Requirements pages and Vendor Booth Application Form;** you are not considered registered until you do so, and your payment has been processed. **You will receive a confirmation email (or letter) with your vendor booth number(s) no later than one week before Cow Days.** If the Dixon Chamber does not accept your application, the Chamber will notify you as soon as the decision is made, and we will issue a full refund. For applications approved, refunds will only be issued if Cow Days is canceled.

Except for direct sales businesses, the Chamber does allow multiple vendors with the same type of merchandise. The Chamber will use its discretion in determining how many of each type of vendor is best for the event. Home/direct sales businesses (e.g., Thirty-One, Mary Kay, etc.) are limited to one vendor per company rules, so the Chamber will only accept one each for these vendor types. Determination of which business consultant will be accepted will be based upon return priority status, the postmark date on the form received, and the business being clearly identified on the application form.

We charge for electricity per plug-in by quantity required and type needed for both food and non-food vendors (see application form for prices). Power sources are limited, but we will try our best to accommodate your electrical needs. You must supply your own extension cord to the electric outlet, which could be 15-60 feet from your booth. **All equipment must work on GFCI. If it does not, you will NOT be allowed to bypass it, thus you will have NO electric.** The Dixon Chamber does NOT provide lighting for your space, so please plan accordingly for sunset.

Thank you for your interest in our Dixon Cow Days Fall Festival! Please address questions about vendor booths to [chamber@dixonchamberofcommerce.com](mailto:chamber@dixonchamberofcommerce.com) or text mobile phone 573-433-5156.

*Thank you for your support! Paid in part by The Pulaski County Tourism Bureau*

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**Merchandise**

Vendors must list merchandise to be sold on the vendor application form. Vendors who wish to add additional items not listed on the original form must obtain approval from the Dixon Chamber prior to the festival. Specifically, vendors MAY NOT sell:

- Items that are inappropriate for children (e.g., obscene, sexually suggestive materials, profane text, etc.)
- Fake cigarettes, silly string, invisible ink, shaving cream, cap guns, stink bombs, air-soft guns, potato guns, colored hair spray, or any other merchandise that could cause damage to exhibits or displays.
- Weapons

**NOTE:** We will allow the sale of pocket knives, utility knives, and kitchen knives to adults (18 & over) if the items are on your approved application form. The **raffle of long guns** (raffle only, no sales) is permitted if you list the raffle on your application form.

The Dixon Chamber reserves the right to monitor, identify, and discontinue sales of any items not pre-approved by the Chamber or items not conducive to the festival (e.g., inappropriate for children, hazardous, sexually suggestive, language, etc.).

\_\_\_\_\_ Initial showing your understanding and compliance with these terms.

**City/State Requirements**

- The Missouri Special Event Sales Tax Report is required to be filed as applicable with the Missouri Department of Revenue. Vendors with information only or raffle tables are not required to fill this report out. The Chamber does NOT provide this form for you, as each vendor has their own particular requirements. Contact the Missouri Department of Revenue for more information pertaining to Special Events by calling them at (573) 751-5860, going to their website <https://dor.mo.gov/faq/business/special.php>, or e-mailing them at [businessstaxregister@dor.mo.gov](mailto:businessstaxregister@dor.mo.gov).
- **The Pulaski County Health Center reserves the right to conduct food service inspections during Cow Days. Food vendors must comply with Missouri’s Temporary Food Service Guidelines**, provided at: [www.pulaskicountyhealth.com/uploads/7/5/3/9/75396387/tempfoodserviceguide.pdf](http://www.pulaskicountyhealth.com/uploads/7/5/3/9/75396387/tempfoodserviceguide.pdf). (If you are receiving this form in hard copy format, in your internet browser, type in: [www.pulaskicountyhealth.com](http://www.pulaskicountyhealth.com). Then click on “Services” at the top menu, then scroll down and click on Food Establishment Inspections, finally scroll down and click on Temporary Food Service Guide (on lower right).) **If you cannot access the guidelines, please let the Chamber know.** At this time, permits will not be required (subject to change next year).
- The Dixon Area Chamber of Commerce will NOT be responsible for injury of any type, damage, loss, or theft.
- Dumping of grease, residue, and animal byproducts is unacceptable and violates city and health department standards.
- Per direction from the City of Dixon, PETS ARE NOT ALLOWED AT COW DAYS.

\_\_\_\_\_ Initial that you understand and accept these rules.

I, (printed name) \_\_\_\_\_, hereby agree to adhere to all the Vendor Rules/Requirements, of which a copy was provided to me by the Dixon Area Chamber of Commerce. I will be responsible for all entry fees paid in full prior to setting up my exhibit. By submitting this signature, I acknowledge that I have read and agree to all the Dixon Cow Days Fall Festival Rules/Regulations. In consideration of the Dixon Area Chamber of Commerce renting booth space to Vendor, Vendor agrees to indemnify and hold harmless Dixon Area Chamber of Commerce, its members, volunteers, Directors, and all related entities from and against any and all claims, actions, damages, liability, and expense in connection with loss of life, personal injury, and/or damage to property occurring in or about or arising from, related to, or in conjunction with Dixon Cow Days Fall Festival or Dixon Area Chamber of Commerce, adjacent sidewalks, loading platforms or areas, parking areas or occasioned wholly or in part by any negligent or willful act of the Vendor, its agents, subcontractors, exhibitors, concessionaires, or employees, then the Vendor shall protect and hold harmless the above-named indemnified in conjunction with litigation. My signed application is my agreement to accept any space assigned and to abide by all Vendor Rules/Regulations. I understand that failure to comply with these rules could be grounds for removal from the event.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name of POC)

\_\_\_\_\_  
(Printed Name of Business/Organization)

**Thank you for your Support! Paid in part by The Pulaski County Tourism Bureau**

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