

# 2023 Iron Horse Festival

## Vendor Application Saturday, September 30<sup>th</sup> 10 am- 4 pm

Booth Number(s): \_\_\_\_\_  
Number of Booths: \_\_\_\_\_  
Electricity: Yes    No  
Date Received: \_\_\_\_\_  
Amount Due: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Cash, Check # or MO #: \_\_\_\_\_  
*Office Use Only*

### ***Please Print Clearly.***

Business Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

Were you a vendor for the 2022 Iron Horse Festival? \_\_\_\_\_

### **General Festival Rules, Regulations and Specifications for Vendors**

1. Applications will be accepted after July 10, 2023.
2. Payment **must** be included with application to reserve booth space(s). Booths will not be reserved without payment in full.
3. Vendor space is assigned on a first come, first serve basis. Downtown Poplar Bluff, Inc. (DPB) will make every effort to assign vendors to their preferred location; however, we reserve the right to place vendors where space is available.
4. New vendors must submit photos of their booth/vendor trailer with their application.
5. All booth spaces are 10'x 20'. This space includes trailer tongues, axles, anchors and legs of canopies. If your measurement **exceeds** 10'x 20', please reserve an additional booth space. Vendors may **NOT** secure canopies by drilling or hammering into the street or sidewalk. Please be prepared to anchor your canopy. The sidewalks may not be used for storage or blocked in any way.
6. Tent, tables and direct water hookups are not provided.
7. All vendors must include a list of items to be sold with this application.
8. All applicants who were not vendors for the 2022 Iron Horse Festival must include photos of your booth and items available for sale (providing a website is permitted). Applications without this will not be considered.
9. The Festival is an outdoor event on streets which may be sloped or uneven. The event will proceed, rain or shine. Vendors are responsible for their own booth's rain protection and are expected to secure their own booth(s). If weather becomes too severe, DPB will make the final determination. **NO REFUNDS** will be given for any reason.
10. DPB reserves the final and absolute right to interpret rules and regulations and to settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of, connected with, or incidental to the Iron Horse Festival.
11. Vendors are responsible for collecting & reporting sales tax on all transactions.

### **Banned Items**

1. Dangerous, offensive or obscene materials including literature, t-shirts, shirts, hats, caps and flags or the like. "Obscene" is defined as vulgar or sexually explicit language including curse words, nudity, partial nudity, or the like.
2. Yard Sale/Flea Market items.
3. Snap pops or any other item containing explosive materials.
4. Knives, air guns, BB guns, pellet guns, etc.
5. Downtown Poplar Bluff, Inc. (DPB) reserves the right to inspect your booth space for banned items. If present, DPB will ask you to remove banned items. If you choose not to comply, your booth will be closed and you will be escorted from the festival immediately.

## Booth Fees

\$75 per space

Number of Booths

Total

\_\_\_\_\_ @ \$75 = \_\_\_\_\_

### Please check one:

I have to have electricity.

I would like to have electricity, but will take a non-electrical booth if that is what is available.

I do not need electricity.

## Agreement

### Trash Removal

Vendors **MUST** dispose of trash in the dumpsters provided during the event and prior to leaving the event. The lined trashcans that are placed around the festival are for Iron Horse patrons and customers.

### Set Up and Break Down Information

**8:00 a.m. - 9:45 a.m.** Set-Up Saturday, September 30, 2023. *(Please be considerate of our local businesses.)* **4:00 p.m. - 6:00 p.m.** Take Down *(Tear down cannot begin before 4:00 p.m.)*

- You must check in at the registration table to receive your vendor space information.
- Subleasing of all or any of the assigned booth space by the vendor is prohibited. Vendor cannot permit another party exhibit, promote, or take order in the booth for any services or items not described with this contract.

**Deadline:** Applications received AFTER September 15, 2023 will be assessed an additional \$25.00 fee.

**Contract:** Downtown Poplar Bluff, Inc. (DPB) reserves the right to terminate the vendor contract at any time and reserve the right to cancel any vendor during the event for non-compliance of festival rules. By submitting this signed form, the vendor waives DPB, and the City of Poplar Bluff, its officers, their agents, their assigns, their board and council members, their employees and festival volunteers, sponsors and fellow participants from any liability due to personal injury, all risk of property (lost, stolen or damaged), as well as any bodily injury or death that might occur in connection to the event. DPB will not be responsible for accidents, damages or theft during the festival. Vendor must comply with any and all statutes and ordinances of the State, County, City and other governing authorities' rules and regulations which might apply, including but not limited to, rules and regulations affecting gambling, health & sanitation, building & electrical construction & maintenance, and fire safety. Any violation of these rules, regulations, statutes and/or ordinances shall result in immediate forfeiture of all rights of participation in the festival. Vendors may not sell raffle tickets or circulate petitions for signature without prior approval. No refunds will be given for inclement weather.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

*(By signing, you understand and agree to the terms of this document.)*

### Return to:

Poplar Bluff Chamber of Commerce  
1111 W Pine Street, Poplar Bluff MO 63901  
Phone: (573) 785-7761  
Email: [mmcintosh@pbchamber.org](mailto:mmcintosh@pbchamber.org)