

**2024 Iron Horse Festival**  
**Food Vendor Application**  
**Saturday, September 28<sup>th</sup>**  
10am - 3pm

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 2023 Iron Horse Festival? \_\_\_\_\_

**Food Vendor Rules, Specifications and Regulations**

1. Applications will be accepted after June 17, 2024.
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. 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', a second booth must be purchased. 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. All food vendors must submit a detailed and complete menu of food and drink items and pricing with this application. Only the products and prices specified in the application will be allowed to be represented and/or sold at your booth during the festival. No beverages may be sold in glass containers.
7. All food vendors must comply with all applicable health requirements, as well as apply for an official Butler Co. Health Dept. Temporary Vending Permit to operate as a food vendor. These permits will be issued upon inspection prior to the opening of the festival.
8. Tent, tables and direct water hookups are not provided. All food tents must be fire retardant.
9. The vendor must provide a certificate of liability insurance in an amount no less than \$2,000,000 effective September 30 that lists Downtown Poplar Bluff, Inc. (DPB) as an additional insured party with the application. Vendor agrees to indemnify DPB from and against any and all expenses, claims, actions, liabilities, attorney's fees, damages and losses of any kind whatsoever during the event.
10. 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.
11. 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.
12. Vendors are required to have a Sales Tax Permit/ID. This shall be provided with the application.
13. Booths require a simple overhead covering (tent, umbrella, tarp) soap and water for hand washing, and wearing of disposable gloves if hands come in direct contact with food when serving. A fire extinguisher must be in any booth where food is cooked, candles are lit, or any other burning or smoking items are present.

## Booth Fees

### Major Food \$125.00 (flat fee)

Examples- Turkey legs, brats, hot dogs, funnel cakes, ribs, BBQ sandwiches, hamburgers, corn on the cob, nachos, fried blooming onions, fried mushrooms or other Festival approved major food items.

Number of Booths

Total

@ \$125 =

@ \$100 =

**Total Due:**

### Minor Food: \$100.00 (flat fee)

Examples- Beverage only vendors or another festival approved minor food item such as shaved ice, fresh squeezed lemonade, and ice cream.

**Sales Tax ID(required):** \_\_\_\_\_

### Please check one:

\_\_\_\_\_ I have to have electricity.

\_\_\_\_\_ I do not need electricity.

### Electrical:

- All extension cords shall be a minimum of 12 gauge and UL rated for outdoor and wet locations. No zip cords with multi-plug outlets will be allowed. All cords shall be 3 prongs with a ground. Any cord without a ground prong will not be accepted. All power strips shall be surge protected with a breaker reset and rated UL for outdoor and wet locations. Multi-cube block extension cords will not be allowed.

- Electrical service is included in the participation fee. All vendors may bring their own generators on-site. (Must be 50-60 dB range or you will be asked to leave.) No power hookups will be provided for storage vehicles on or off-site.

- Please give a detailed description of everything you are planning to plug in. Please note that every vendor is responsible for covering all cables and wires by using wire mats or covers. Any and all cables or wires running into your booth MUST be covered at all times. Extension cords, splitters, etc. will NOT be provided.

- All electrical connections to trailers shall meet the NEC 2005 edition, article 551- recreational vehicles and trailers. Each trailer will be inspected for electrical violations. Exterior lighting and lighted signs shall be UL rated for outdoor use.

## 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. - 9:30 a.m.** Set-Up Saturday, September 30, 2024. *(Please be considerate of our local businesses.)*

**3:00 p.m. - 4:00 p.m.** Take Down *(Tear down cannot begin before 3:00 p.m.)*

- *Other than the above mentioned hours, ALL vehicles must be off the streets of the festival area.*

**Deadline:** Applications received AFTER September 13, 2024 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 reserves 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, damage 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. No vendor shall be permitted 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**