

Willard Parks and Recreation Freedom Fest

Saturday, June 29, 2019

Rules & Regulations

Application Deadline: Friday, June 1, 2019

Mailing: PO Box 187, Willard, MO 65781

Phone: 417.742.2262

Email: willardparksrec@gmail.com Website: www.WillardFreedomFest.com

GENERAL INFORMATION

- Rental spaces are on a first paid, first served basis. To reserve space, payment needs to be received when the Freedom Fest Vendor Space Contract is submitted to the Willard Parks and Recreation Department.
- All vendors must confine their business, promoting, advertising, and/or activity to the assigned space. Displays must not block the view of other vendors.
- All tents, tables, chairs, litter, etc. must be cleaned up and removed from the space immediately following the event.
- All food vendors must contact the Greene County Health Department. They will be in attendance at the event, checking for compliance to their regulations.
- There will be only ONE vendor from each direct sales company represented at Freedom Fest.
- Only one vendor allowed per booth space – there will be no sharing of booth spaces.
- Vendor event surveys can be dropped off at the Rec Center or emailed to willardparksrec@gmail.com.

SETUP & TEARDOWN RULES

- Booth space options and pricing:
 - 12'x12' - \$40
 - 24'x12' - \$65
 - 36'x12' - \$90
- Electricity is available for a per outlet fee. Extension cords will NOT be provided.
- **Booths need to be set up and ready no later than 11:30 a.m. on Saturday, June 29, 2019.**
- Booths need to stay open all day and may not tear down before 8:30 p.m.
- Vendors are responsible for providing their own tables, displays, chairs, etc. All displays should be safe for other vendors and Freedom Fest attendees. If a display is deemed unsafe by the coordinator, the vendor will be asked to change or remove the display for safety reasons.
- Trading or selling your booth space is not allowed at any time.
- Freedom Fest is a family event and the coordinator has the right to remove any items from your booth that are inappropriate, before and/or during the event.
- Each vendor may bring **ONLY** the items listed in their application. **Items listed must be approved by the coordinator prior to the event.**
- Food vendors must comply with all Greene County Health Department regulations and rules and may be subject to inspection.
- Any vendor who tears down or removes merchandise prior to 8:30 p.m. will be in violation of their contract and could potentially forfeit their opportunity to participate in future Freedom Fest events.
- Smoking is permitted only in designated areas.
- Each booth space must be left clean of any product, displays, trash, and/or debris of any kind. Trash receptacles are placed around the event space making it easy for you to dispose trash properly. Any vendor who does not comply will be in violation of their contract and could potentially forfeit their opportunity to participate in future Freedom Fest events.
- **Booth setup is "Drop and Go". All cars are required to be out of the event area by 10:30 a.m.**

BOOTH APPEARANCE

- Please keep your booth space clean and neat for the duration of the event.
- Go all out in your set up and displays and have fun when creating your space! Everyone loves to visit a fun booth.
- Business cards and promotional items should be out for attendees to take.

ADVERTISING AND PROMOTING YOU CAN EXPECT

- Event flyers will be printed and posted in and around Willard, Springfield, and the surrounding areas.
- Postings of the event will be entered in most local community calendars.
- Social media postings and an open Facebook event page.

Up-to-date information will be posted on our website at www.willardfreedomfest.com and on our Facebook page.

EVENT TIMELINE

- **Vendor Set-Up**
 - Saturday, June 29th starting at 6 a.m., or Friday June 28th by appointment
 - **Be ready to sell at 11:30 a.m.**
 - **Vendor Tear-Down**
 - You may start tearing down your booth any time **after 8:30pm. Vehicles may not enter the Park Area until the conclusion of the fireworks show.**
 - Please leave your booth space clean and free of any product, displays, trash, and/or debris of any kind.
- You can view a timeline of the day's events at www.WillardFreedomFest.com.**