BBQ Vendor Agreement

EVENT INFORMATION

The fifth annual ***Derby BBQ Festival*** will be held Saturday, Sept. 12, from 9 a.m. to 3:30 p.m. at High Park, 2801 E. James, Derby, Kan. 67037.

TYPE OF VENDORS ACCEPTED

A variety of food vendors, including barbeque vendors, are needed to create a fun atmosphere and make this event a success. All food vendors must submit a copy of a current Kansas Food Handler Card by Sept. 7, and comply with Kansas Department of Agriculture food safety regulations. All vendors must collect and remit sales tax to the Kansas Department of Revenue (forms will be provided).

SET-UP / LOAD-IN SCHEDULE

All vendors should plan to set up Friday, Sept. 11 from 7 a.m. to 6 p.m. or Saturday, Sept. 12 from 7 a.m. to 9 a.m. After 9 a.m., no trucks or large vehicles will be allowed into the park and all deliveries must be made with hand carts because the event opens to the public at 9 a.m.

SPACE CHARGES

- $175 fee for a 20’ x 20’ space.
- No percent of sales is paid to the City of Derby.
- Vendors must collect sales tax and pay sales tax to the Kansas Department of Revenue.

BOOTH SPACE INFORMATION

- Vendor space is allocated at Derby’s High Park on a first-come, first-served basis.
- No more than 12 vendors will be allowed to sell food products during the event.
- Vendors must provide their own generator. Electricity will not be provided.
- Water source provided near vendor spaces.
- Designated area for trash, ash and grease disposal provided.

RULES

1. Vendors must accept assigned location and remove extra vehicles from High Park by 9 a.m., Saturday, Sept. 12. One parking hang tag will be issued to each vendor. If you need more than one parking hang tag, please indicate on form below.
2. Vendors must collect state sales tax and pay to the Kansas Department of Revenue.
3. Vendors may sell only items described on this application. No exceptions.
4. The space fee will NOT be refunded for any reason, except severe weather.
5. Any products displayed in front of booth must be included and within total 20’x20’.
6. Beverages must be sold in paper/plastic/aluminum cans, no glass bottles permitted.
7. Only Pepsi products may be sold, and must be purchased through our local Pepsi rep. A total of Pepsi products sold must be provided to event staff at the end of the event.
8. No alcoholic beverages may be sold.
9. Failure to abide by these rules will result in removal from event and forfeiture of all fees.

QUESTIONS?

If you have any questions about being a vendor at the 2015 ***Derby BBQ Festival***, please contact Janaé Springer at janaespringer@derbyweb.com or at 788-1519 ext. 232.

VENDOR AGREEMENT FORM

CONTACT NAME:_____

NAME OF COMPANY AS IT SHOULD APPEAR IN EVENT GUIDE:_____

ADDRESS:_____ CITY:_____

STATE:_____ ZIP:_____

WEBSITE:_____ EMAIL:_____

CELL PHONE:_____

LIST OF PRODUCTS I WILL BE SELLING:_____

_____

_____

TIME I PLAN TO SET UP AT EVENT:_____

☐ I'M A FOOD VENDOR AND REQUEST A 20' x 20' SPACE* $175

☐ I WOULD LIKE TO PURCHASE A T-SHIRT ($10 per shirt) + $_____
Size(s):_____

* **Please Note:** No power is available in the vendor area.
You must bring your own generator if power is needed. **TOTAL DUE: =** $_____

TYPE OF PAYMENT (***PLEASE NOTE PAYMENT MUST BE SUBMITTED WITH FORM!)***

___ CHECK (Made payable to the City of Derby)

___ CREDIT CARD VISA OR MASTERCARD #_____
EXPIRATION DATE:_____ CVV CODE:_____

___PAYPAL

WAIVER OF LIABILITY: The City of Derby, sponsor of the Derby BBQ Festival, including its officers, sponsors and/or associates and the contestants, including parents, and/or legal representatives, agree that the City of Derby will in no case be responsible for any loss, damage, or injury regardless of how much loss, damage, or injury is occasioned, and indemnify and save harmless the City of Derby from any and all claims, suits, and/or judgments including the cost for defense of and such claim and/or suit by the City of Derby brought by anyone as a result of any loss, damage or injury to any person or property, occasioned by any action or inaction of contestant, either solely or in conjunction with the City of Derby. Further, I hereby grant full permission to the City of Derby and/or agents authorized by them, to use any photographs or video recordings of this team at the event for any legitimate purposes.

SIGNED: _____ DATE: _____

KANSAS CITY BARBEQUE SOCIETY

Please mail completed form, copy of current Kansas Food Handler Card and payment to Janaé Springer, Derby BBQ Festival, City of Derby, 611 N. Mulberry Rd., Derby, Kan. 67037. If you pay online, please email this form and a copy of current Kansas Food Handler Card to janaespringer@derbyweb.com or mail it to her at the address shown above.