

**PITTSBURG PARKS & RECREATION
4TH OF JULY FESTIVAL 2020
GENERAL VENDOR APPLICATION
DEADLINE: JUNE 12, 2020**

**4TH OF JULY
Festival
PITTSBURG, KANSAS**

ABOUT PITTSBURG'S 4TH OF JULY FESTIVAL

Date: July 3 & 4, 2020

Time: July 3 – late afternoon/evening | July 4 – all day

Event Profile: The annual two-day festival is an event for the whole family to enjoy! The event features live entertainment, car show, arts & crafts, Zumbathon, dog show, bocce tournament, baby contest, Firecracker 5k and so much more! Complete information can be found at www.pittks.org/community/programs/festival-fairs/. Don't forget to follow the event on the department's Facebook page www.facebook.com/PPRD1.
Anticipated Attendance: 10,000+

SELECTION CRITERIA AND BOOTH INFORMATION

1. All applications for vendors must be received or postmarked by June 12, 2020 along with payment for the registration fee. Applications received after this date may not be considered and a \$10 late fee will apply.
2. No refunds after the application deadline, June 12, 2020, or in the case of rainout. Prior to the deadline, refund will be given less \$5.
3. The City of Pittsburg provides one 10' W x 15' D space. If vendor setup requires a larger area, additional spaces will need to be purchased. Vendors must supply their own materials including tables, chairs, canopies, electrical cords, signs, etc and are responsible for all set-up and take-down. Spaces will be assigned on a first come, first served basis, including those with electricity.
4. Electricity is available on a limited and first come first served basis. All electrical outlets have been upgraded to GFI protected circuits. All vendors are required to meet current standards with their vendor booths. Special arrangements will not be made for those not in compliance.
5. Booth set-up and check in will be held for all vendors on July 3 from 3:00pm – 4:30pm and July 4 from 6:00am – 7:15am. Any vendor checking in before/after these times will be asked to shut down and will not be allowed to participate.
6. Vendor selling times: July 3rd – 5:00pm to dusk; July 4th from 8:00am to dusk.
7. A limited number of vendor spaces will be available on the east side (JJ Richards Band Dome side) of the park and will be placed near the upper north parking lot. Only vendors with children's activities and items can request these spaces. If you do not include a written request with application, your space will be placed on the west side of park. Verbal notification of request will not be accepted.
8. The acceptance of your registration and request will be at the discretion of the Recreation Superintendent/Festival Coordinator.

GENERAL VENDOR DEFINITIONS AND FEES

Please check the appropriate fees. Enter quantities where necessary.

NON-PROFIT VENDOR: Any non-profit agency. ***Non-profit certificate must accompany application form to receive non-profit rate.***	\$20 - On Or Before June 12 \$30 - After June 12 Quantity _____	\$
CRAFT VENDOR: Items must be handmade. Commercially produced and imported goods will NOT be accepted under the Arts & Crafts division. Submit 2-5 photos of your work and/or display. (Include a SASE if you'd like photos returned to you)	\$40 - On Or Before June 12 \$50 - After June 12 Quantity _____	\$
COMMERCIAL/RETAIL VENDOR: Includes commercially produced and imported goods as well as a business, enterprise, firm, company or other organization engaged in the trade of goods, services or both to make a profit for their company.	\$60 - On Or Before June 12 \$70 - After June 12 Quantity _____	\$
ELECTRICITY: Limited availability. Enter 1 for each space purchased.	\$5 Per Space Purchased Quantity _____	\$
TOTAL (ADD ALL LINES, FILL IN PAYMENT INFORMATION ON REVERSE)		\$

ONLINE REGISTRATION NOW AVAILABLE: <https://pprd.pittks.org> | Keyword Search: FREEDOM

**APPLICATION DEADLINE IS JUNE 12, 2020.
VARIOUS EVENT SPONSORSHIP OPPORTUNITIES ARE AVAILABLE.
CALL 620-231-8310 FOR MORE INFORMATION.**



PITTSBURG PARKS & RECREATION

4TH OF JULY FESTIVAL 2020 | GENERAL VENDOR APPLICATION | DEADLINE: JUNE 12, 2020

NAME OF ORGANIZATION OR GROUP: (***Non-profit certificate must accompany application form***)

CONTACT PERSON:

ADDRESS:

CITY:	STATE:	ZIP:
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PHONE:	ALTERNATE PHONE:
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EMAIL:	WEBSITE:
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HAVE YOU PARTICIPATED IN PITTSBURG'S 4TH OF JULY FESTIVAL BEFORE? YES NO IF YES, WHAT YEARS?

IF COMMERCIAL/RETAIL VENDOR, PLEASE DESCRIBE THE PURPOSE OF YOUR BOOTH. DO YOU PLAN TO DISTRIBUTE INFORMATIONAL MATERIALS, HAND-OUT GIVE-A-WAYS AND/OR ENGAGE FESTIVAL GOERS WITH AN EXHIBIT OR ACTIVITIES?

ANY VENDORS – DESCRIBE ANY SPECIAL SET-UP OR SPACE REQUIREMENTS:

PLEASE INCLUDE A LIST OF ITEMS/SERVICES THAT YOU WISH TO CHARGE FOR. ATTACH ADDITIONAL ITEMS ON A SEPARATE PIECE OF PAPER, IF NECESSARY. GENERAL VENDORS ARE NOT PERMITTED TO SELL FOOD OR BEVERAGE ITEMS AND ARE ONLY APPROVED TO SELL ITEMS/SERVICES.

1.	\$	4.	\$
2.	\$	5.	\$
3.	\$	6.	\$

PAYMENT INFORMATION (TOTAL \$ _____)

METHOD OF PAYMENT (CHECK ONE)	_____ CHECK ENCLOSED (PAYABLE TO PPRD)	_____ CREDIT CARD (FILL IN INFORMATION BELOW)
CARDHOLDER NAME AS PRESENTED ON THE CARD (PLEASE PRINT)		CARD TYPE (CIRCLE ONE) VISA MASTERCARD DISCOVER MASTERCARD
CARDHOLDER NUMBER	3-DIGIT SECURITY CODE	EXPIRATION DATE
CARDHOLDER SIGNATURE		DATE

RELEASE - The Applicant is fully aware that there are special dangers and risks inherent in this activity, including, but not limited to, serious physical injury, death, or other harmful consequences, that may arise directly or indirectly from participation in this activity. Being informed of these risks and in consideration of being allowed to participate, we assume all risk of injury, damage, and harm to any member arising from participation. The Applicant agrees to indemnify, defend, and hold harmless the City, its officials, employees, volunteers, and agents from all causes of action, claims, and fees arising from its participation, except those arising from the City's sole negligence, and waive any right of recovery against the City for personal injury, death or other consequences occurring from participation in this activity. I agree that I have authority to enter into this agreement for the Applicant. I also agree I have read and agree to the conditions outlined in the "Selection Criteria and Booth Information" on the reverse side of this application.

SIGNATURE: _____ DATE: _____

PHOTOCOPY FOR YOUR RECORDS AND RETURN ORIGINAL FORM BY JUNE 12, 2020 TO:
PITTSBURG PARKS & RECREATION DEPARTMENT – 4TH OF JULY FESTIVAL | P.O. BOX 688, PITTSBURG, KS 66762
FAX: 620-230-5636 | EMAIL: PPRD@PITTS.ORG | FOR MORE INFORMATION, CALL 620-231-8310