

**PITTSBURG PARKS & RECREATION  
4TH OF JULY FESTIVAL 2023  
FOOD & BEVERAGE VENDOR  
APPLICATION  
DUE: JUNE 23, 2023**

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

**ABOUT PITTSBURG'S 4TH OF JULY FESTIVAL**

Date: July 4, 2023

Time: July 4 - 8:00am—DUSK

Event Profile: The annual festival is an event for the whole family to enjoy! The event features live entertainment, car show, arts & crafts, Zumbathon, bocce tournament, baby contest, Firecracker 5k and so much more! Don't forget to follow the event on the department's

Facebook page [www.facebook.com/PPRD1](http://www.facebook.com/PPRD1).

**SELECTION CRITERIA AND BOOTH INFORMATION**

1. All applications for vendors must be received or postmarked by June 23, 2023. Applications received after this date may not be considered and a \$10 late fee will apply.
2. No refunds after the application deadline, June 23, 2023, or in the case of rainout. Prior to the deadline, refund will be given less \$5.00.
3. The fee is \$90 per food vendor and \$50 per beverage only vendor space. Vendors may reserve up to two booth spaces. Unapproved applications and payments will be returned to you.
4. The City of Pittsburg provides one 30' wide space; includes trailer ball and hitch. 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.
5. Electricity is available on 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.
6. The City of Pittsburg does not require a percentage of sales. Vendors keep all of their revenue.
7. Booth set-up and check in will be held for all vendors on July 4 from 5:00am - 7:15am. Any vendor checking in before/after these times will be asked to shut down and will not be allowed to participate.
8. Vendor selling times: July 4th from 8:00am to dusk.
9. All vendors shall be responsible for meeting all health code regulations. Vendors are responsible for maintaining and filing proper state sales tax information and for being in possession of required permits/licenses to sell food and drinks. Vendors shall be prepared for Kansas Department of Agriculture (KDA) inspections upon request.
10. Booth spaces are assigned upon registrations; first come, first served. Please indicate on your application your top three (3) preferences for your booth location in the park; see attached map.
11. The acceptance of your registration and request will be at the discretion of the Festival Coordinator.

**GENERAL VENDOR DEFINITIONS AND FEES**

Please check the appropriate fees. Enter quantities where necessary.

<b>FOOD VENDOR:</b> Includes those selling both food and beverage. Please list menu items on back of form.  **ALCOHOL IS PROHIBITED FROM BEING SOLD AT THIS EVENT**	\$90 - On Or Before June 23 \$100 - After June 23 Quantity	\$
<b>BEVERAGE ONLY VENDOR:</b> For those selling beverages only. No food items may be sold.  **ALCOHOL IS PROHIBITED FROM BEING SOLD AT THIS EVENT**	\$50 - On Or Before June 23 \$60 - After June 23 Quantity	\$
<b>TOTAL (ADD ALL LINES, FILL IN PAYMENT INFORMATION ON REVERSE)</b>		\$

**APPLICATION DEADLINE IS JUNE 23, 2023.  
VARIOUS EVENT SPONSORSHIP OPPORTUNITIES ARE AVAILABLE.  
CALL 620-231-8310 FOR MORE INFORMATION.**

**Don't miss the Little Balkans Event this year!  
For more information: <https://littlebalkansfestival.com/>**



# PITTSBURG PARKS & RECREATION

## 4TH OF JULY FESTIVAL 2023 | VENDOR APPLICATION | DEADLINE: JUNE 23, 2023

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

**MENU ITEMS:** Please include a complete list of menu items that you plan to sell. Attach additional items on a separate piece of paper, if necessary.

1.	\$	5.	\$
2.	\$	6.	\$
3.	\$	7.	\$
4.	\$	8.	\$

### BOOTH & PAYMENT INFORMATION

NUMBER OF BOOTHS— \$90 per space OR \$50 per space AFTER June 23 - Late application fee (on a space available basis) \$10.00 per space		TOTAL \$ _____
Describe any special set-up or space requirements: SPACE REFERENCE      #1 _____      #2 _____      #3 _____		
DO YOU NEED POWER? Limit 1 - Please circle one: 120 V      30 AMP      50 AMP		
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
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 consequenc-

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PHOTOCOPY FOR YOUR RECORDS AND RETURN ORIGINAL FORM BY JUNE 23, 2023 TO:**  
**PITTSBURG PARKS & RECREATION DEPARTMENT - 4TH OF JULY FESTIVAL | P.O. BOX 688, PITTSBURG, KS 66762**  
**FAX: 620-230-5636 | EMAIL: PPRD@PITTKS.ORG | FOR MORE INFORMATION, CALL 620-231-8310**

