



16th Annual

Paola Heartland Car Show

Saturday June 9, 2018

Downtown Square * Paola, Kansas

MERCHANDISE VENDOR INFORMATION

The application must be filled out completely to be considered. All money must be paid in full at the time of application. Payable to Paola Heartland Car Show. Deadline for applications is **May 18, 2018**. A late fee of \$25 (due with application) will be assessed for any application submitted after **May 18, 2018**.

Absolutely **no refund** after your application is received. You will receive confirmation by letter or by phone call.

REQUIREMENTS:

All sales tax rules must be followed. A Special Event Sales Tax Packet is enclosed for your convenience. NO PETS are allowed.

Merchandise Vendors must provide a Certificate of Insurance for a minimum of \$300,000.00 general liability insurance naming **Paola Heartland Car Show, Paola Chamber of Commerce and City of Paola** as additional insured or certificate holder.

BOOTHS:

We will not accept booth location requests. The Paola Heartland Car Show reserves the right to assign booth spaces and alter booth spaces as deemed necessary. Pop up tents are allowed.

All booths must remain up and manned during the event and cannot be taken down or removed prior to 4:30 pm. Violation of these rules will jeopardize future participation. No vehicles will be allowed in until it is deemed safe by the Paola Heartland Car Show Committee to do so.

Electrical hookups are available. Any cord rejected by the Fire Marshall will be the Vendor's responsibility. Any booth that continuously blows circuit breakers will be disconnected.

SET UP:

Merchandise Vendor Check-in - will be at **the Northwest corner of the park square (Silver St. and Peoria St.) from 7:00 A.M. until 9:00 A.M.**

It is highly suggested that set-up be completed by 8:45 A.M. **ALL** vehicles will be required to move at 9:00 A.M.

Limited space in the Park Square mandates **NO PARKING** of any support vehicles on the square throughout the car show. Those not complying will be towed at the owner's expense.



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TAKE DOWN:

Booths must be taken down and area cleaned up by 6:00 p.m.

All vendors are responsible for removing any trash in and around their booth. All trash must be disposed of in trash cans or by stacking next to trash cans if they are full.

The Paola Heartland Car Show Committee reserves the right to change said guidelines and rules at any time prior to and during the festival period for safety issues. Violation of the rules and regulations will be in default of the license agreement. Results may be immediate expulsion, closure and denial of participation in future celebrations. No refund will be given.

Regards,

Bruce Cordle
Paola Heartland Car Show Committee