



Seymour Apple Festival

Sponsored by Apple Festival Inc.

Vendor Guidelines and Regulations

September 12-14th, 2024

This is an Apple Festival – show us your Apple Items! To preserve this tradition, each exhibitor will be screened with the following guidelines and regulations.

The Apple Festival is a 3-day event – in order to continue to have a successful event for all we ask that all vendors participate in **ALL THREE** days. If you do not open your booth all three days of the festival (except in cases of inclement weather), we cannot guarantee that you will have booth space in the coming years.

General Information:

1. The Apple Festival Inc. and/or the Apple Festival Committee shall not be responsible for loss of personal property or goods due to fire, theft, vandalism, or weather-related damages or by any other cause(s).
2. No stakes of any kind may be driven into the street or courtyard for any reason. You may use sandbags or concrete blocks to anchor your booth if need be and shall be kept inside your space.
3. The City of Seymour does NOT allow pets during events like this, except during the pet show, so please leave your pet at home or secure off premises. Service animals are the exception.
4. **NO exhibitors will be allowed to display and/or sell anything that the festival executive committee feels to be obscene, drug related, or distasteful.**
5. Food vendors must abide by Webster County Health Department regulations and any permits they require. Those rules are available by calling 417-859-2532. The Health Department will inspect all food booths.
 1. **The festival committee restricts you from selling corn dogs, caramel apples, apple pie, apple cider slush, smoked pork or chicken dinners.**
6. You will receive by email a confirmation of acceptance or rejection as a vendor – please ensure that you provide a valid email address.

Requirements:

1. All applicants are subject to a law enforcement background check.
2. **Jury Vendor Selection Process/Best in Class Awards – Fee \$10.00 Mandatory for all Vendors**
3. **All fees must be paid per the deadlines established on the Vendor Application once you have received confirmation of acceptance. Vendors are encouraged to get their applications in early for review and approval.**
4. Exhibitors will be responsible for providing all necessary tents, tables, screens, extension cords, etc. for their booth. We provide the space only.
5. No refunds will be made after the application has been approved or in the event a vendor's merchandise is excluded or rejected from this festival after it has started.
6. **YOU MUST CHARGE AND PAY SALES TAX** - we don't want to know your sales, this is between you and the IRS but it has to be noted.

7. Below are the listed times on the event calendar for vendors during the festival – all booths MUST be open until close on Saturday:
 - a. Thursday 12:00 P.M. - 8:00 P.M.
 - b. Friday 10:00 A.M. - 8:00 P.M.
 - c. Saturday 9:00 A.M. - 8:00 P.M.
 - i. ****If your booth space is not occupied by 3:00 PM on Thursday, the next vendor on the waiting list will be assigned the empty space.**
8. All vehicles must be removed from the square no later than 10:00 AM on Thursday, 8:00 AM on Friday and 7:00 AM on Saturday.
9. **ALL TRASH AND DEBRIS MUST BE CLEANED FROM THE SITE PRIOR TO LEAVING.**

Application Procedures:

1. Mail completed application and photos to:
 1. **Apple Festival, C/O Vendor Applications, P.O. Box 35, Seymour, Mo. 65746.**
2. Email completed applications and photos to:
 1. **seymourapplebooth@gmail.com**
3. **AFTER APPROVAL RECEIVED:**
 1. Send check or money orders to the above PO Box – DO NOT SEND WITH APPLICATION.
 2. Make checks payable to: **Apple Festival Inc.**
<OR>
 3. **Electronic Payments will also be accepted this year!!! The processing fee is 4%, a link will be emailed to you after you receive approval and request electronic payment.**
4. For more information contact one of the committee members by phone at:
 1. Guy Gerard – 309-314-2872
 2. Tami Gerard – 417-224-8513
 3. E-Mail: seymourapplebooth@gmail.com

****PLEASE BE PATIENT WITH OUR COMMITTEE MEMBERS – THEY ARE VOLUNTEERS AND DO WORK FULL TIME BUT WILL GET BACK TO YOU AS SOON AS POSSIBLE.**