

**135th ANNUAL PICNIC
EL DORADO SPRINGS, MISSOURI
JULY 21, 22 & 23, 2016**

INFORMATION ON SPACE RENTAL FOR FOOD AND MERCHANDISE CONCESSION:

Space on both sides of Main Street and space on both sides of Spring Street will be available for rent during the 2016 picnic. Interested persons should fill out and return the attached form.

SET UP

PLEASE READ CAREFULLY.

Trailers should plan on arriving early, preferably 30 minutes to an hour. Check in with a committee person immediately upon arriving. Tents or booths need not arrive as early because trailers will be set first. Trailers will begin setting up on Main Street first at 6:00 p.m. on Wednesday, the day before the Picnic starts. Set up will be planned and directed based on trailer hitch orientation. (Be sure and indicate your hitch on the form.) After the trailers have set up, tents and other booths will begin set up. If you have a trailer and arrive late, you may not be able to set up if the tents and other booths are in place.

OPENING TIME EACH DAY IS AT YOUR DISCRETION. STANDS ARE NOT TO BE REMOVED UNTIL 1:00 AM CLOSING NIGHT, AND MUST BE GONE BY 4:00 AM. NO VEHICLE TRAFFIC BEFORE 1:00 AM ON MAIN OR SPRING STREET.

PLEASE KEEP THIS SHEET FOR YOUR INFORMATION.

RULES:

You are allowed a maximum of 14' (front to back) for your stand, no exceptions. You rent the amount of footage you need for the length (end to end) of your trailer (see last page of application for specific instructions). Stands on the east side of Main will have a uniform front and will be varied distances from the curb in the back. Trailers on the west side of Main will be 6' from the curb. **You are responsible to keep merchandise and cords off the ground when the streets are washed each morning, as water does flow down the street.** Electrical power will be available in 110 standard, or 220 volts. Standard and some twist locks available. You must supply your own extension cords and water hoses. If you are setting up a tent, remember you may not drive any stakes or nails into the asphalt. Also, any anchors must remain within the 14 foot x ? foot area you pay for.

Vendors will not be allowed to violate city ordinances. Vendors will not be allowed to sell water guns, fireworks, poppers, silly string, throwing stars or knives or any items that promote illegal drugs or obscene nudity. **The Committee reserves the right to stop any and all sale of items it deems harmful or unsuitable for our event.** No animals (dogs, cats, snakes etc.) will be allowed in the booths.

All booths and concession stands are expected to follow all State Health Department Regulations. It is your responsibility to obtain these rules from the State of Missouri. Be advised the County Health Department will be requiring a temporary food permit per County ordinance. The county inspector will inspect and collect the fee for this permit after set up. The City does not receive any of this fee. If you have any questions regarding this temporary food permit, call 417-876-5477.

Individuals working from folding tables with merchandise may be carried in or out at any time, but must abide by the **"NO VEHICLES"** RULES.

NO VEHICLES may make deliveries to stands after 3:00 pm. Streets cannot be used safely for foot traffic if vehicles are making deliveries. This can be a very dangerous situation for pedestrians and children.

PARKING: Vendors are not guaranteed a parking spot. The parking lot by City Hall is reserved for handicap. Also Spring Street west of the last booth all the way to Jackson Street is reserved and not available to vendors. The lot by the pool is available on a first come first serve basis.

Because of the close quarters no wood or charcoal fires may be used, except with special permission from the committee, well in advance of the Picnic date. **NO** street vendor will provide loud music or sounds during the bandstand entertainment that is being performed in the park. **NO** children under the age of 18 years will be allowed to run a booth without an adult present. **NO** food or drink will be sold in glass containers. **NO** vendor will be allowed to "stroll" or sell merchandise in the park or while roaming the streets.

A civic organization will not be permitted to share booth space with a commercial enterprise. The civic organization will immediately lose their booth space and the committee will then make the decision if and when to allow them to reserve a new space at future picnics.

For prime space, please return your application (Form A, B and picture of trailer) with payment in full by **March 31, 2016**. After that time you will not be guaranteed approximately the same space you had in 2015. Only a money order or cashiers check will be accepted for booth space as of July 1 (no exceptions). If you cancel your commitment, money will not be returned unless the committee is notified before July 1, 2016. Vendors whose checks are returned to the City for insufficient funds will be notified by mail or phone and those returned checks must be taken care of with a money order or cash immediately with a \$30.00 return check charge included. Vendors have no space reserved if a check is returned for insufficient funds, until it is taken care of.

THE PICNIC COMMITTEE RESERVES THE RIGHT TO ASSIGN ALL SPACES AT THE DISCRETION OF THE PICNIC COMMITTEE. THE PICNIC COMMITTEE RESERVES THE RIGHT TO CLOSE ANY BOOTH THAT DOESN'T ADHERE TO ALL PICNIC COMMITTEE RULES AS WELL AS THE HEALTH DEPARTMENT GUIDELINES. NO REFUND WILL BE ISSUED.

FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN THE PICNIC COMMITTEE REQUESTING THE BOOTH BE REMOVED IMMEDIATELY AND AN APPLICATION FOR THE FOLLOWING PICNIC WILL BE WITHHELD.

For your information, dates for the 2017 Picnic will be July 20, 21 and 22.

IF YOU HAVE ANY QUESTIONS OR NEED MORE INFORMATION,
PLEASE CONTACT

Bruce, City Manager

Lisa, City Clerk

417-876-2521

eldocclerk@centurytel.net

www.CityofElDoradoSpringsMo.com

Police Station

417-876-2313

Judi, Picnic Secretary

417-296-1373

judijer@yahoo.com

**APPLICATION FOR SPACE FOR FOOD OR MERCHANDISE
STAND
135th ANNUAL EL DORADO SPRINGS PICNIC
JULY 21, 22 & 23, 2016**

Before you indicate how many feet you want to rent, you need to complete the bottom of the next form. **YOU MUST INCLUDE SPACE TO ALLOW FOR DOORS AND AWNINGS TO OPEN AND THE TRAILER HITCH IF FIXED OR LEFT IN PLACE, SEE ATTACHED DRAWING.** You must complete the bottom half of the attached sheet (Form B) depicting your trailer. Also, include a picture of your trailer.

Please reserve _____ feet (10 foot minimum and only 1 foot increments: not ½ foot increments) of space for the Picnic in the name of: _____

This is a _____ Commercial/political/out of town organization (\$12.00 per foot + electrical fee)

_____ Local club/organization (\$5.00 per foot with no electricity charge)

We need _____ No electricity

_____ 110 electricity (add \$25.00 **per outlet** to cover electricity cost)

_____ 220 electricity (add \$35.00 **per outlet** to cover electricity cost)

Will you need more than 50 Amp in one single plug in? _____

Enclosed is \$_____ fee to cover the cost of booth space and electricity.

WE PLAN TO SELL: _____

No games or drawings are permitted for anyone other than local, non-profit groups.

Did you have a stand last year? _____ Yes _____ No

if so, do you wish the same location? _____ Yes _____ No

Picture of trailer included _____ Yes

Is this a Trailer or Tent stand? (Circle one)

CONTACT PERSON:

NAME _____

PHONE _____

CELL PHONE _____

ADDRESS _____

E-MAIL _____

CITY _____

STATE _____

ZIP _____

Issue check in the proper amount, (including electrical fee) made out to:

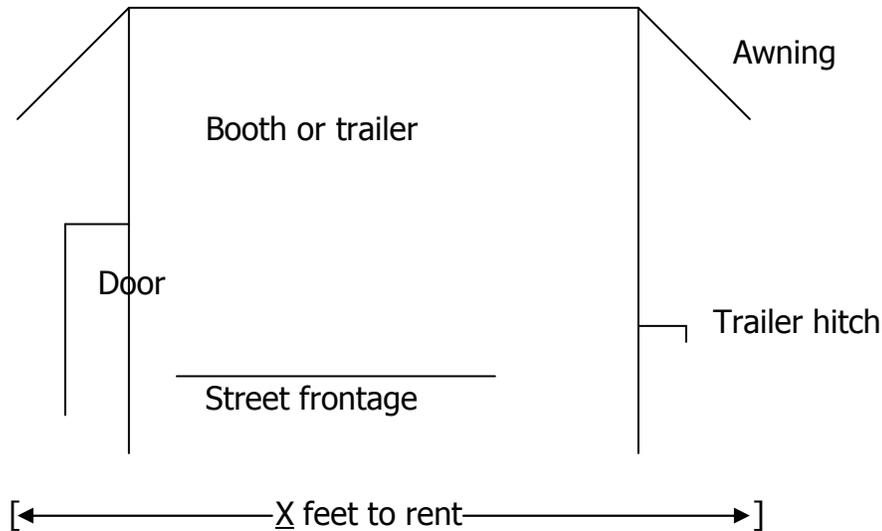
City of El Dorado Springs
135 W Spring St
El Dorado Springs MO 64744

OFFICE USE ONLY
Date received _____
Check # _____ Initials _____

PLEASE SIGN YOU HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY ALL INFORMATION CONTAINED IN THIS DOCUMENT. COMPLETE THE ATTACHED SHEET CONCERNING INFORMATION ABOUT YOUR STAND AND RETURN IT WITH THIS APPLICATION FORM.

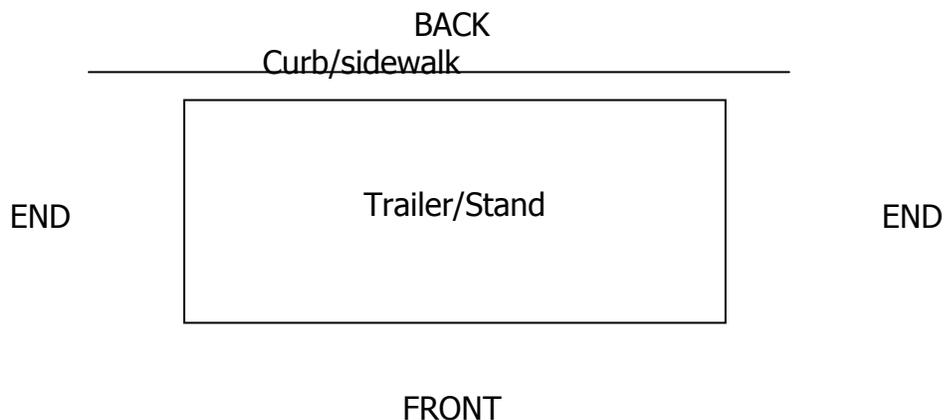
Signature

Measure your booth or trailer from one end to the other, as it will be when it is open for business. This would include footage for doors and awnings in the **open position** and the hitch if it is not detachable or left in place. Also, you may want to leave a little extra room. Everyone will have fourteen (14) feet from the front of your trailer to the back (as shown at the bottom of the page). The trailer and awnings when open must fit within the space you rent.



Please indicate the following features of your trailer, after it is set up and operating, on the drawing below in the correct locations. You can write the words out or simply use the initials. This information will help us ensure you have the amount of space you need and possibly help set up go a little smoother. Also enclose a picture of your trailer.

1. Door – D
2. Hitch – H (indicate the hitch location even if it is removable)
3. Awning – A
4. Serving window – SW
5. Awning over serving window – A/SW



RETURN THIS PAGE WITH YOUR APPLICATION.