



# CITY OF WINFIELD

PO BOX 59 ~ Winfield, Missouri 63389

<https://www.winfieldmo.org>

## Celebrate Winfield 2022

**SATURDAY, SEPTEMBER 10, 2022**

**pm to 9 pm Fireworks at dusk**

*Vendors may start setting up at Noon on the day of event.*

**Vendors must remain set up until after the fireworks display for the safety of guests.**

Limited electricity - Water limited to Food

## Light Up Winfield 2022

**SATURDAY, DECEMBER 3, 2022**

**5:30 pm 8:30 pm**

*Vendors may start setting up 2 pm on the day of event.*

**Vendors must remain set up until the end of the event for the safety of guests.**

No electricity available (no gas generators) - Limited Booth Spaces

Craft/Products/Snacks (1) 10x10 space.....:\$ 35\*

Food Trucks/Café Area:.....\$100 \*

\*Add \$10 for each additional 10 x 10 space

\*Add \$10 for electricity (limited availability)

*This is a Rain or Shine ~ NO REFUNDS*

*First Received/First Paid.*

*Duplicate vendors will be notified and money returned*

We are in the process of seeking vendors for our upcoming 2022 event(s).

If you are interested in being a vendor, please fill out the attached application and send it along with your application fee by **August 10, 2022.**

Only one vendor per product (i.e. Mary Kay, Paparazzi, Pamper Chef, etc.) will be allowed. *(at this time the following spots have been filled by Avon, Paparazzi and Color Street).*

If only participating in the event to be held on Saturday, September 10, 2022. confirmation and further details will be sent to vendors 2-3 weeks prior to the event. If only participating in the December 3, 2022; confirmation and further details will be sent in November, 2022.

*The City reserves the right to postpone or change dates due extreme/inclement weather.*

# 2022 WINFIELD FESTIVAL INFO ~ Winfield MISSOURI

## VENDOR INFORMATION

- ♦ Vendor agrees to hold Winfield harmless from any of the following: any and all damages, accidents, lost or stolen items within the vendor booth.
- ♦ As a Vendor, you are liable for your own area and property.
- ♦ All Vendors MUST abide by Lincoln County Health Department rules. Failure to do so will result in a dismissal or booth without refund.
- ♦ Vendors MUST always have all proper permits visible.
- ♦ Vendor booths are 10 x 10 spaces.
- ♦ Vendors must provide their own supplies such as tables, chairs, electrical cords, tents, light/heating source, wash station for food Vendors only.
- ♦ ALL Vendors MUST be registered and paid by no later than August 12, 2022. DAY of event registration and payment will not be allowed.
- ♦ Vendors are asked to not break down until the close of the event..

### REQUIRED & MUST BE DISPLAYED IN BOOTH:

- o FOOD: Food Handlers Certification, Lincoln County Health Department Permit
- o Liquor: State, County & City Liquor Permits, Lincoln County Health Dept. Permit |

### 2022 FALL & WINTER Vendor Guidelines

- ♦ For FALL\* Craft/Product/Information Vendors; you may arrive and start setting up at 2 pm day of the event.
- ♦ For FALL\* Food Vendors may arrive and start set up at 12 pm
- ♦ Food/Liquor vendors must display throughout the event all proper licenses/permits.
- ♦ All vendors are asked to be finished setting up by 3:45 pm so that they can start selling and be ready for the 4 pm kickoff.\*
- ♦ The event ends at 9 pm with the start of the fireworks. Due to patron traffic, vendors must leave their booths set up until after 9 pm. Vendors are asked to break down their booths and clean up their own area(s) prior to leaving.
- ♦ Vendors may only pull their vehicles onto the details.
- ♦ By signing the application; you are agreeing to the guidelines listed. Please retain your receipt/cancelled check for verification of payment for this event.
- ♦ An electronic application and electronic payment is also available by sending a request to [winfieldmoevents@gmail.com](mailto:winfieldmoevents@gmail.com).
- ♦ Please send any questions to [winfieldmoevents@gmail.com](mailto:winfieldmoevents@gmail.com).
- ♦ Final details will be sent 2-3 weeks prior to the event via email. ☒ This is a rain or shine event...no refunds!
- ♦ *Vendors at the Fairgrounds are to unload their product for set-up and load at the end of the event. Vendors can not park on the Fairgrounds. An assigned Vendor parking will be provided.*
- ♦ *Vendors will receive an info packet a minimum of 1 week prior to the event which will provide additional information.*

*\*Winter Event location and set-up time for "Light Up Winfield" will be; start set-up at 1:30 pm, must be set-up by 4:30 pm. Breakdown after event is over and crowd has cleared approx. at 8:30-9 pm. Location is at "Market on Main" parking lot next to the Veteran's Memorial Park*

# 2022 WINFIELD FESTIVAL~Winfield MISSOURI

## VENDOR APPLICATION

PLEASE PRINT

Vendor Name \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Product Selling: \_\_\_\_\_

Application must be received by **August 10, 2022** with payment. You will be notified once your application and payment have been received. We accept cash, checks (made out to the City of Winfield) or through Venmo @WinfieldEvents. You may also mail in application and payment to:

City of Winfield Atten: Events 2022, PO BOX 59, Winfield, MO 63389.

An electronic application is available upon request at [winfieldmoevents@gmail.com](mailto:winfieldmoevents@gmail.com)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EVENTS (check which event that you wish to participate in)

☐ CELEBRATE WINFIELD~Sat., Sept. 10th  
4 pm - 9 pm (limited electricity available)

☐ LIGHT UP WINFIELD~Sat., December 3rd  
5:30 - 8:30 pm (no electricity available)

### SUBTOTAL

- |   |         |            |
|---|---------|------------|
| <input type="checkbox"/> Craft/Products/Snacks (per vendor) 10x10 space.....            | \$ 35*  | \$ _____   |
| <input type="checkbox"/> Food Trucks/Café Area:.....                                    | \$100 * | \$ _____   |
| <input type="checkbox"/> *Add \$10 for each additional 10 x 10 space...# of spaces_____ | \$ 10   | \$ _____   |
| <input type="checkbox"/> *Add \$10 for electricity (limited availability).....          | \$ 10   | \$ _____   |
| <input type="checkbox"/> If signing and paying for both events, deduct.....             | \$ 10   | (\$ _____) |

**TOTAL PAYING.....\$ \_\_\_\_\_**

☐ CORPORATE SPONSOR Donation Amount \$ \_\_\_\_\_ ☐ NEEDS 10x10 BOOTH SPACE

Pay via: ☐ Check # \_\_\_\_\_ ☐ Cash ☐ Venmo

CITY HALL CONFIRMATION DATE: \_\_\_\_\_ BY: \_\_\_\_\_

Code: CITY WECM KSP