

# THESE RULES AND REGULATIONS MUST BE POSTED & REMAIN IN THE BOOTH DURING OPERATING HOURS.

## ***RULES AND REGULATIONS FOR JOHNSON COUNTY OLD SETTLERS CELEBRATION***

1. The License Agreement (APPLICATION) must be filled out completely or it will not be considered.
2. All money must be paid in full at the time of application. NO REFUNDS AFTER JULY 15. No changes in electrical requirements after August 1<sup>st</sup>.
4. After August 1<sup>st</sup>, payment must be made by cashier's check, money order or cash.
5. Food Booth holders must submit a certificate of insurance for a minimum of \$1,000,000 liability insurance naming Johnson County Old Settlers Association as additional insured. NO EXCEPTIONS.
6. No booth is allowed to sell any item that has not been identified on the vendor application without authorization from the Old Settlers Grounds Committee.
7. Food & beverage Vendor's are responsible for obtaining approval from the State Health Department & Olathe fire marshals before actual sales are conducted from the booth.
8. All food & beverage vendors are responsible for all grease and oil clean up and removal from the celebration area. Grease barrels shall be provided & all grease disposed will be placed in the designated grease barrels & not thrown in the dumpsters or trash barrels. Food vendors using or creating grease must use "PIG MATS" to cover the asphalt. Vendors leaving a soiled area will not be invited back.
9. Food & beverage booths must furnish their own trash receptacle to be placed inside the booth. All booth workers will be responsible for removing any trash in and surrounding their booth. All trash must be disposed into the proper dumpster. Wastewater must be in containers and disposed of properly. NO Water is provided by Johnson County Old Settlers Association.
10. No organization, individual or vendor will be permitted to have any vendor deliver ice to the celebration area other than the designated ice distributor selected by the Old Settlers Ground Committee.
11. No set up of booths shall occur prior to 6:00 p.m. Wednesday night. Vendors using trailers as a booth set up between 6pm to 7 pm. Wednesday night. After 7pm on Wednesday night, stick built and tents of Vendors will commence set up. ALL VENDORS MUST CHECK IN WITH GROUNDS COMMITTEE BEFORE SET UP.
12. The hours of the celebration shall be 10:00 a.m. until 10:00 p.m. on Thursday, Friday & Saturday,. ALL BOOTHS MUST REMAIN UP & MANNED during the entire 3 days from 10AM TO 10PM and cannot be taken down or merchandise removed prior to 9:30 pm on Saturday night. VIOLATION OF THESE RULES WILL JEOPARDIZE FUTURE PARTICIPATION. (Note: if foot traffic is still heavy at 10 pm, no vehicles will be allowed in until it is deemed safe by the Committee to do so.)
13. NO VEHICLES, except emergency vehicles, will be allowed in the commercial-food area between 9:30 a.m. to 10:00 p.m. Prior to 9:30 am., all delivery vehicles entering the service area must display from the rear view mirror, an entry permit. On the day of the parade, deliveries to the booth must be done prior to 8:30am No vehicle will be allowed inside the permit area after 8:30am on Saturday. There will be no exceptions to this rule. Vehicles will be required to leave the area upon completion of delivery. No vehicle will be allowed to stand unattended. Unattended vehicles may be cited by the police or fire department and removed from the premises at owners expense. No 4 wheelers, 3 wheelers or motorized carts will be allowed to be used by the vendors in the permit area without prior approval from Grounds Committee Chairman..

14. Johnson County Old Settlers provides the booth space only, we do not provide tents, tables, chairs, lights. The booth space does come with a 15 amp electrical outlet but vendor must provide a 100 foot UL rated , 12 gauge extension cord. A power surge protector is recommended inside your booth. .
15. The SIZE OF THE BOOTH space is 10 feet x 10 feet except for Food vendors which is marked on the application. DO NOT EXCEED YOUR SPACE LIMITATION. All walkways in front, at sides & behind the booth must remain open at all times & be free from debris. NO tarps, or coverings can be placed on the ground, inside or outside of the booth. No stakes or signs can be inserted into the ground. Storage of materials must be contained inside the booth. No signs shall be put in the aisles or walkways. No fans shall be outside the vendors booth and accessible to the general public. The sale of items shall be conducted from the front facing side of the booth only & vendor is not allowed to solicit outside of booth area.
16. Additional ELECTRICAL connections will be provided for an additional charge. The booth holder will be responsible for providing their own electrical cords and lighting. All electrical codes must be met by booth holder. EACH BOOTH HOLDER WILL BE HELD LEGALLY AND FINANCIALLY RESPONSIBLE FOR ELECTRICAL MISUSE. The Committee shall have the right to disconnect any booth that continues to blow circuit breakers owned by Old Settlers Association. No booth shall be allowed to make "tap ins" into light poles or buildings. The Old Settler Committee reserves the right to shut down generators commencing at 10:30p.m. or by order of the Fire Marshall in the event of inclement weather or other causes deemed necessary for the safety of all. NO private generators will be allowed unless first approved by Grounds Committee.
17. Vendors will not be allowed to sell or display items that are deemed by the Old Settler Committee as OBSCENE, CONTROVERSIAL, DANGEROUS OR ILLEGAL. Items expressly prohibited for sale or display include, but are not limited to: throwing stars, switchblades, spring-powered knives, num-chucks, butterfly knives, water weenies, explosive devices of any types, drug paraphernalia & *Laser pointers*, guns or items that a projectile can be fired. The Olathe Police Department will provide necessary guidelines. ALL BOOTHS MUST BE IN GOOD TASTE and in good general condition.
18. If the vendor is offering a giveaway or raffle of any type, **said merchandise must be given away prior to 7:30p.m. Saturday Night. The winners name must be delivered prior to 7:45 pm to the information booth so that the vendor & winners name can be announced at the main stage at 8 pm.**
19. No microphones, bullhorns, loudspeakers or any other magnification of sound will be allowed other than the planned entertainment at the stage areas and designated areas by the committee.
20. Vendors must follow all federal, state, and local laws governing sales tax. All vendor names, addresses are given to the Kansas Department of Revenue & the City of Olathe  
Johnson County Old Settlers committee has the right to modify these rules and regulations at any time due to safety issues for the general public welfare.
21. Upon teardown, all booths must be removed from the premises prior to 6 am, Sunday morning after the event. Any booth, materials or items left by vendor will be disposed of by Committee  
VIOLATION OF THESE 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 REFUNDS WILL BE GIVEN.

These Rules and Regulations are in place to provide safety and conformity for all. Please share these rules and regulations with your co-workers. The Person who is the contact person for your organization on the permit is the individual who will be held responsible for any violations of these rules and regulations.

Electrical Requirements:

110 volt circuits will produce 1500 watts. This is a 15 amp circuit. What you need to do is to total your wattage and then divide by 1500. This will tell you how many circuits you will require to operate your electrical equipment.

All 110 Volt cords must be at least 12-2 with ground with good ends and insulation or you will not be allowed to plug in to the electrical panels. City Fire Marshall will inspect electrical.

**BOOTH SIZE:**

**FOOD BOOTHS:**

Fees are based on 10 ft (along curb) x 15 ft from curb. Additional footage is available on a per linear foot basis along curb. No booth can encroach into the street more than 15 feet. Example: if you need 14 ft length along the curb, the fee will be \$400.00 plus (4 ft x \$30.00= \$120.00.) Total Cost of booth \$520.00. This is a 14 foot along the curb and 15 foot into the street booth.

COMMERCIAL BOOTHS are sold only in 10 ft x 10 ft spaces.

**ALL BOOTHS:**

**TRAILERS: MEASUREMENTS ARE FROM TIP OF TOWING TONGUE TO TIP OF OPENED DOOR & OR STEPS. ( IF ACCESS DOOR IS ON END OF TRAILER.) ON STICK BUILT BOOTHS, MEASUREMENT IS CALCULATED FROM SIDE TO THE TIP OF ANY OPENING. (DOOR, WINDOW FLAP, ROOF LINE, ETC)**



## 2017 COMMERICAL BOOTH APPLICATION

Please fill out the application completely prior to submission to Committee. Please Print.

This application is for a revocable license to use space at this year's Johnson County Old Settlers Celebration that will be held in September on the Thursday, Friday & Saturday following Labor Day. Return the application along with your check for the full amount made payable to Jo. Co. Old Settlers along with your certificate of Insurance before April 30 of this year. The application cannot be processed without your certificate of Insurance and money. If your application is approved, a packet of information about location, logistics on setup and teardown, maps, etc. will be sent to you in July, once the Committee completes the layout. If your application is not accepted, your money will be refunded immediately. **No refunds will be made after July 15.** The Jo. Co. Old Settlers Association reserves the right to assign spaces and alter layouts as deemed necessary. By making application, you agree to abide by the rules and regulations, which accompanies this application as set forth by the Committee. One organization per space.

\_\_\_\_\_  
Organization or Company name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Complete Mailing Address (no P.O. Boxes)

Home Phone # \_\_\_\_\_ Bus. # \_\_\_\_\_

**Cost of Booth Space: Limit of 3 spaces to each organization**

10X10 SPACES \$400.00/space X # of spaces (max. of 3) \_\_\_\_\_ = \$ \_\_\_\_\_

. Booth is: Trailer \_\_\_\_\_, stick built \_\_\_\_\_, tent \_\_\_\_\_

**DESCRIBE EVERYTHING TO BE SOLD, DISPLAYED & GIVEN AWAY:**

\_\_\_\_\_  
\_\_\_\_\_  
(All drawings and giveaways must be drawn and given away prior to 7:30 p.m. Saturday. Names of winners and addresses must be submitted to Johnson County Old Settlers Information Booth prior to 7:45 p.m. Sat. so that winners' names can be announced from stage)

**ELECTRICITY: One 15 amp. Electrical service drop will be furnished per booth application. Vendor shall supply his or her own U.L.C. rated 12 gauge extension cord of at least 100 feet long.** If additional electricity is needed, the following charges shall be paid in advance per plug: 20 amps: \$25.00, 60 amps: \$65.00 & 100 amps: \$100.00. **ALL ELECTRICAL OUTLETS ARE 120-VOLT CIRCUITS. NO CHANGES IN ELECTRICAL NEEDS WILL BE MADE AFTER AUGUST 1. PRIVATE GENERATORS ARE NOT ALLOWED WITHOUT PRIOR APPROVAL FROM COMMITTEE.**

**INSURANCE:** All booth purchasers must submit a certificate of Insurance naming Johnson County Old Settlers Association as certificate holder for a minimum of \$1,000,000 General liability Insurance at time of application. If you currently do not have such a policy, you may purchase insurance thru our insurance company. Please call for details-913-782-5254.

AMOUNT ENCLOSED: # OF BOOTHS \_\_\_\_\_ x \$400.00 = \_\_\_\_\_ (max of 3 spaces)

ADDITIONAL ELECTRICITY \$ \_\_\_\_\_

TOTAL COST OF BOOTH PLUS EXTRAS: \$ \_\_\_\_\_

Application submitted by: \_\_\_\_\_

email addr. \_\_\_\_\_

**KALIFF INSURANCE**

P.O. Box 171225, San Antonio, TX 78217  
Phone 210-829-7634 Fax 210-829-7636

**Items listed below are not acceptable for endorsement.**

Permanent Tattoos, Body Piercing & Massages ▪ Haunted Houses ▪ Concerts/Promoters/Performers ▪  
Playground Equipment ▪ Wheelchair/Stroller Rentals ▪ Gun Shows ▪ Climbing Walls ▪ Inflatable  
Amusements (Includes Moonwalks, Bounces & Pillows ▪ Amusement Rides/Devices (Includes Gyroscopes  
& Spaceballs) ▪ Child Care ▪ Sales of Tobacco Products, Autos or Auto Parts ▪ Rodeo Events ▪ Motorsports  
Events ▪ Ice/Roller Skating

**NO ALCOHOL ALLOWED**

**Endorsement Request Form**

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

INSURED: \_\_\_\_\_ By: \_\_\_\_\_

EVENT SPONSOR: Johnson County Old Settlers Association

PREMIUM: \_\_\_\_\_

**PARADE PARTICIPANT PRICING**

TYPE	PREMIUM
CARS/TRACTORS/TRUCKS	\$46.42
EQUESTRIAN/HORSE RIDERS	\$63.31
WALKING GROUPS	\$21.10

**\*FAIR OR INTERIM EVENT CONCESSIONAIRE AND EXHIBITOR RATES**

TYPE	PREMIUM
First Booth (each exhibitor)	\$65.00

**\*PLEASE MAKE CHECKS PAYABLE TO:**

**JOHNSON COUNTY OLD SETTLERS ASSOCIATION**