



# 2022 Clay County Fair -Vendor Application / Contract

Saturday, July 9, 2022 8 a.m. to 7 p.m.

www.ClayCountyFairMo.com

816-407-3490 ClayCountyFairMo@gmail.com

<b><u>VENDOR FEES</u></b>			
Type	Qt	Amt	Total
Vendors		X \$100	
Non-Profit Vendors		X \$50	
Political / Commercial Vendors		X \$100	
Food Vendors		X \$100	
Virtual Vendors (See Sponsorship Sheet)			
<b>TOTAL AMOUNT DUE:</b>			

<b><u>ELECTRICAL FEES</u> – Check Preferences</b>			
<i>Electricity may be available but not guaranteed. Vendors will be assigned electricity in the order their application was received. Vendors are required to bring their own generator. INCLUDE SEPARATE CHECK FOR ELECTRICAL.</i>			
Type	Qt	Amt	Total
1 Hook up / 220 Service (limited)		X \$50	
1 Hook-up / 20 amp		X 0	
2 Hook ups / 20 amp svc. (Food)		X 0	
<b>ELECTRICAL AMOUNT DUE:</b>			

**PAYMENT DUE DATES:** First Installment (50%) due with application. Second Installment due by June 15.

**CONTRACT AGREEMENT (PLEASE PRINT CLEARLY)** This is an application for vendor space at Clay County Fair, Saturday, July 9, 2022. Please read the information in this contract completely before returning it the Clay County Extension Center, Attn: Clay County 4-H Fair, 1901 NE 48<sup>th</sup> Street, Kansas City, MO 64118. Upon receiving this application, tentative booth space information will be provided. If an application is declined, all submitted information will be returned to the contact person listed below. 4-H reserves the right to assign spaces and alter map layouts as deemed necessary. 4-H reserves the right to determine vendor fees on a case-by-case basis. Checks should be made to Clay County 4-H. I agree to adhere to the specifications set forth in this agreement. This agreement is made and entered into by and 4-H and the Vendor listed below:

Your Name		Title/Position in Business	
Business or Organization Name		Website	
Street Address	City	State	Zip Code
Preferred Contact Phone No.		E-Mail Address	
Time of Arrival	Time of Breakdown/Departure		
List items being provided by your Business			
Missouri Tax ID Number			
I, the undersigned authorized agent, dutifully swear that I have thoroughly read the rules, regulations and definitions on and agree to comply by signing my name below.			
Signature		Date	
Additional comments:			

### **1) DEFINITIONS:**

- a) FAIR: The Clay County Fair
- b) 4-H: Clay County Missouri 4-H, the sponsoring organization of the FAIR
- c) VENDOR(S): The organization, person, or entity contracting to participate as a vendor at the FAIR and their agents, employees, and volunteers.

### **2) INTERPRETATION AND ENFORCEMENT OF**

**RULES:** Each VENDOR shall comply with the following rules and regulations, in addition to complying with any and all statutes and ordinances of the State of Missouri, County of Clay, and City of Smithville pertinent to the VENDORS participation in the FAIR, including, but not limited to, statutes and maintenance, and fire safety. 4-H shall have the right to interpret the following rules and regulations; to amend or add such rules and regulations as in its discretion. Any violation shall result in immediate forfeiture of all rights of participation in the FAIR and any monies paid to secure participation.

**3) LIABILITY INSURANCE:** All VENDORS are required to present a \$1,000,000 liability insurance certificate. All certificates must list the City of Smithville and Clay County 4-H as additional insured. INSURANCE IS A SPECTATOR LIABILITY COVERAGE, NOT PROPERTY COVERAGE. 4-H and the City of Smithville shall NOT be liable for any loss or damage to any merchandise or personal property in or about vendors booth.

**4) SALES TAX PAYMENTS:** All VENDORS shall be responsible for all sales tax obligations to the State of Missouri and/or the City of Smithville.

**5) RETURNED CHECKS AS UNPAID:** VENDORS will be charged a \$30 returned check fee and may result in the application being denied.

**6) FOOD VENDORS:** Food permits are required from the Clay County Health Dept., 800 Haines Dr., Liberty, MO 64068. 816-595-4200. Food permits must be displayed at all times. PERMITS MUST BE OBTAINED AT LEAST 14 DAYS IN ADVANCE PER CCHD.

**7) COMMERICAL/POLITICAL VENDORS:** DS, jewelry, clothing, household items, siding OR solicitation of business services, such who wish to promote their business or political party/candidate. The FAIR will only allow two booths that advertise/sell the same products brand/ line, such as: Mary Kay, Discovery Toys, Avon, etc. If your company only allows for ONE representative per venue, you must notify us in writing.

**8) CRAFT VENDOR:** Items that are handmade by the VENDOR. This does not include items that are handmade but purchased for resale.

**9) NON-PROFIT VENDORS:** Defined as any organization that has a 501C(3) tax-exempt letter. THIS MUST ACCOMPANY ALL APPLICATIONS.

**10) APPLICATION PROCESS:** VENDOR applications must include a list of product items offered in booth – no other items will be allowed in the booth space. If your application is approved you will receive information with your tentative booth space information. However, if your application is declined, your application and payment will be returned to you. 4-H reserves the right to assign spaces and alter map layout as deemed necessary at anytime.

**11) MERCHANDISE:** No VENDOR should display for sale or otherwise materials which shall be deemed obscene, dangerous, or unlawful. Prohibited are items including, but not limited to, the following: drug paraphernalia and related items, butterfly knives, all knives, throwing stars, guns and brass knuckles. 4-H will notify VENDOR of violation of this provision and permit removal of said items from the grounds.

**12) ELECTRICITY:** Access to electricity may be available but not guaranteed. Vendors are required to bring their own generators. All VENDORS are responsible for supplying heavy weight, three conductor grounded extension cords in appropriate length to reach between generators and outlets. Outlets are available to VENDORS without generators.

**13) BOOTH SPACE/CONSTRUCTION:** Dimensions – Booths are 10' deep x 10' wide. Food Booths are 10' deep x 20' wide. In the event a trailer is used as a booth, it must fit, including tongue, within booth space. Tables and tents are NOT provided. If a tent is being used, it may not be staked to the ground; sandbags are permitted. 4-H reserves the right to remove a booth from the FAIR if the booth is constructed in an unsafe manner.

**14) VENDOR CHECK-IN/SETUP/BREAK DOWN:** VENDORS setup begins an hour before your time slot. AFTER THEY HAVE CHECKED IN AND RECEIVED THE VENDOR PACKET AND VEHICLE TAGS, vendors should stay until the latest time listed on their time slot. These times may be adjusted by Police and FAIR, should crowd conditions warrant it.

**15) BOOTH CONDUCT:** VENDORS will confine their operations to the booth and shall not solicit business outside their booth. Subleasing of all or any of the assigned booth space by the VENDOR is prohibited. VENDORS cannot permit another party to exhibit, promote in any manner, or take orders in the booth. No smoking is permitted within the booths. It is recommended that any items of value be removed from the festival grounds each evening. Any VENDORS found not complying with the rules and regulations listed within this application/contract will be billed a compliance penalty in the amount of \$100. Compliance penalties must be paid to 4-H within 30 days of being notified and risk not being accepted in future events.

**16) ACCESS TO THE FAIR:** Vendors shall check in at the information table. Information will be given to allow entry of vehicle(s) through the barricaded boundaries of the FAIR. All vehicles should be outside barricades one hour prior to their assigned times. Police and FAIR security may limit access earlier if crowd conditions warrant. There is not a designated parking area for VENDORS.

**17) CLEANUP & TRASH DISPOSAL:** VENDOR booths must be kept clean at all times. All refuse, rubbish, and garbage must be deposited in dumpsters provided.

**18) CANCELLATION & LATE FEES:** VENDOR shall notify 4-H in writing of intent to cancel this contract no later than June 15, 2022, in order to receive a 50% refund. No refunds are available after July 1, 2022. A late fee of \$50 will be charged for all applications postmarked at a USPO after June 30, 2022. Late applications will not be processed until the late fee is paid.

**Sales Tax Information 2022**  
<https://dor.mo.gov/faq/business/special.php>

The information concerning Missouri Sales Tax was gleaned from the Missouri Department of Revenue webpage. Please note that the Missouri Department of Revenue will be the most accurate source of information and that the information contained in this packed may or may not be the most recent and therefore must not be considered legal advice.

- ***Do I have to collect sales tax?*** *This is just a hobby. Yes, you must collect sales tax if you are selling retail to the public. Any person or company that is selling goods to a final consumer is required to collect and remit Missouri sales tax. It is your responsibility to ensure that you are collecting the correct tax rate. You may be exempt from collecting sales tax if you or your spouse is at least 65 years of age and the income from the sales of handicraft items does not constitute more than 50% of your annual income . If you meet these qualifications, pay tax on your purchase, complete and display an Exemption Certificate for Sales of Handicraft Items (Form 2478PDF Document). Contact (573) 751-5860 or [businesstaxregister@dor.mo.gov](mailto:businesstaxregister@dor.mo.gov) for further information.*
- ***How do I get a sales tax license?*** A Missouri Special Events Application Form 2643S, must be completed and submitted to the Missouri Department of Revenue. It can also be obtained by visiting our Business Tax Registration Forms page or by calling (800) 877-6881.
- ***How do I report and pay sales tax?*** You will file and pay on the preprinted reporting forms that are mailed to you by the Department. If you are unable to locate this form, you may obtain a blank Form 53-1PDF Document from our website or call (800) 877- 6881. If the location of the special event is not listed on your 53-1 reporting form, you may add the location and indicate "special event" along with the tax jurisdiction (city and/or county) of the special event.
  - If products were sold at the event, give the breakdown for each city or county to allow the Department to distribute to the city or county their portion of the sales tax.
  - If orders were taken and then fulfilled at your place of business, sales tax would be remitted using your business location.
- ***I don't sell, but I do organize the event or show. What are my responsibilities?*** The Department requires all vendors to have their own Missouri Tax Identification number if they make sales at retail. Unregistered vendors will need to contact the Missouri Department of Revenue 3 to 4 weeks before the event to obtain a sales tax license. The license will be issued with a statement indicating "This business is authorized to make sales in all cities and counties within the State of Missouri and is required to collect and remit all applicable state and local sales taxes." Please see "How do I get a sales tax license?" for additional information.
- ***Are contest entry fees and admission charges for shows taxable fees paid to a place of amusement, entertainment, or recreations?*** Yes, contest entry fees and admission charges are taxable as fees paid to a place of amusement, entertainment, or recreation if the show includes activities that are considered amusement, entertainment, or recreation, unless the event falls under an exemption.
- ***Are amounts charged for vendor space or swap space (used to display products for sale) at shows taxable fees paid to a place of amusement, entertainment, or recreation?*** No, the amounts charged for vendor space or swap space (used to display products for sale) are not taxable fees.
- ***How do I report and pay sales tax?*** You will file and pay on the preprinted reporting forms that are mailed to you by the Department. If you are unable to locate this form, you may obtain a blank Form 53-1PDF Document from our website or call (800) 877- 6881. If the location of the special event is not listed on your 53-1 reporting form, you may add the location and indicate "special event" along with the tax jurisdiction (city and/or county) of the special event.
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