



VENDOR PERMIT APPLICATION

The Kansas City St. Patrick's Day Parade

2017

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The Kansas City St. Patrick's Day Parade Committee, Inc. is a Missouri not for profit, non-partisan and non-political organization.

Thank you for your interest in becoming a vendor along the parade route. To be a food or merchandise vendor along the route, **you are required to have both a vendor permit from the Kansas City St. Patrick's Day Parade Committee as well as the applicable permits from the City of Kansas City, Missouri. All permits will need to be on-site day of parade.** Full guidelines follow on page 3 of this document. **Please read, complete, sign and submit entire application.**

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CONTACT INFORMATION

Company Name: _____

Primary Contact: _____ Secondary Contact: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Mobile #: _____ Email Address: _____

Tax Payer ID #: _____

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PRODUCT INFORMATION & LOCATIONS

Type of Product (please mark all that apply)	Food	Merchandise	Informational
	<input type="checkbox"/> Truck	<input type="checkbox"/> Tent/Table (10×10)	<input type="checkbox"/> Tent/Table (10×10)
	<input type="checkbox"/> Trailer	<input type="checkbox"/> Cart	<input type="checkbox"/> Other
	<input type="checkbox"/> Tent (10×10)	<input type="checkbox"/> Other	
	<input type="checkbox"/> Cart		
	<input type="checkbox"/> Other		

of Selling Locations: _____ # of Booths/Tents: _____ # of Representatives/Carts: _____

List Desired Locations by preference:

Location #1: _____ Location #2: _____

Location #3: _____ Location #4: _____

Generator: Yes No Decibel Rating (if known): _____

Description of Product (products not listed will be prohibited): _____

Description of Vendor Setup - Must include photo: _____

Dimensions of Complete Setup: _____ feet × _____ feet

Initials: _____



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PRICING Please read, complete, sign and submit all 3 pages.

Early Entry: Payment RECEIVED by March 11

It is the vendors responsibility to ensure that payment has been received

- \$150 Food Truck / Trailer / Tent (120sf)
- \$75 Additional Tent / 120sf.
- \$75 Face Painter
- \$50 per Additional Cart / Walker

Late Entry: Must pay prior to setup March 17

Payments received after the 11th will be accepted at the 'Late Entry' rate. **Payments will only be accepted as cash or credit card with signature. Payments must be made in full prior to setup.**

- \$200 Food Truck / Trailer / Tent (120sf)
- \$100 Additional Tent / 120sf.
- \$100 Face Painter
- \$75 per Additional Cart / Walker

"On-Site" Business Discount

We want to encourage businesses located along the parade route to become involved. Local (along the route) businesses get first right to designated space in front or near their business location. **"On-Site" business discount - 50% off the regular price. Discount will only be \$50 if Early Entry is not met.**

- Must be an existing business along the route
- Product sold must be related product or product sales directly governed by property owner/tenant
- **No third-party agreements**
- Must provide two forms of proof, i.e. utility bill, invoice, etc.

Dual Parade Entrant & Vendor Discount

If you have a float in the Parade, we will discount your Vendor fee by \$50.

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PAYMENT & RETURN OF APPLICATION Payment and Photo must accompany this application

Checks:

Make payable to **KCSPDPC**

Credit/Debit Cards:

Visa, MC, Discover, Amex →

MAIL TO:

KCSPDPC
604 North Woodland
Olathe, KS 66061

or SCAN & EMAIL TO:

kcirishvendors@gmail.com

QUESTIONS:

Derek Campbell 816-835-0810
Patty Steck 913-707-6140
kcirishvendors@gmail.com

Please include proof of insurance and a picture of your setup.

I understand and will abide by the Guidelines set in this application for my participation in the parade. Failure to comply can result in my removal from the parade route and possible exclusion from future events.

Total Amount to be Billed

Name

Billing Street Address

City, State, Zip

Card #

Expiration Date (MM/YYYY)

Signature Date

Applicant's Signature Date

Once payment is processed, vendor will receive an email confirmation and email correspondence going forward.



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This vendor permit is valid for the sale of items specified in the permit in the designated location along the Kansas City St. Patrick's Day Parade Route during the time frame agreed to between the Kansas City St. Patrick's Day Parade Committee and the vendor only. Any vendor who sets up or sells items other than under the specific provisions of this permit may be subject to prosecution which can result in fines and imprisonment for violations of the ordinances of Kansas City, Missouri. The Kansas City St. Patrick's Day Parade is not liable/responsible for any fines or damages due to set up and or sales by a vendor in areas outside of the route and time frame of this permit.

Please refer to the Kansas City Municipal Code: Chapter 50, Sections 451 – 458, and specifically, for this event, Sec. 50-455

(c) Nothing in this article shall be construed to prohibit street vending within an area closed by special permit issued by the city, including, but not limited to, permits for street fairs, parades and block parties, **but vendors must comply with permittees' vending requirements.**

Date of Parade: Friday, March 17, 2017. The parade will go on through inclement weather. No refunds will be issued.

Check-In: The Vendor Check-In tent near Westport Road and Broadway.

Food Vendors: check-in from 7:00-8:30am day of parade

Merchandise/Other Vendors: check-in from 8:00-9:00am day of parade

Safety First: Consider the surroundings and the impact of display in a crowded area when designating a location for vending. Adhere to all municipal codes. **Do not display near fire hydrants.** Be sure your vending area does not obstruct the flow of pedestrian traffic or emergency vehicles. No Displays, Carts, Tents, or Vehicles in the traffic flow of the parade itself - Broadway from 31st Street to 47th Street or in the staging area along Linwood from Pennsylvania to Main Street.

Buffer Zone: Please stay within your designated space and direct your service line AWAY from the parade route. This will allow pedestrian traffic to move through and behind the parade-viewing crowd without barrier. This will also allow customers to get to and from your vending location with ease.

Space allowance is outlined in the pricing section. If you are in gross violation of the space allowance or request additional space, the Vendor Marshall will grant you additional space for an additional fee. If there is a specific space of interest vendor must communicate with Vendor Marshall in advance. No guarantees will be granted for designated space.

Authorization: The "parade route" consists of Broadway from 31st to 47th and all public streets 2 blocks east and west of Broadway. **Authorization to vend during the event can only be granted by the Parade Committee.** There will be a designated "Vendor Marshall" that will make regular checks before and during the parade. **Any vendor in violation of the guidelines will be, if necessary, police escorted away from the parade route. Vendors along the Parade Route MUST have a permit.**

If an additional vehicle is needed near or with the vending truck/tent, an additional space must be purchased at the lessor fee.

Clean-up: Do not leave trash behind.

Space Allocations:

Food Trucks & Trailers: the space allocation will be set at 30 feet allowing a 25 foot set up area which will assign 2.5 feet on each side to allow pedestrian flow. This allocation will yield at least 5 feet between units when side by side.

Tents & Stands: the space allocation is set at 120 sq. feet.

Mobile Carts & Walkers: A mobile unit or person can be described as: a freely moving person or person-attended cart selling merchandise, pre-packaged, ready to consume/processed food, distributing information, or fundraising (taking donations). A mobile food vendor is applicable to city's food permit requirements. Stationary units will also be given this opportunity for the additional, per-person fee. The mobile unit can be no longer than 5 feet at its base and no wider than 3 feet. Each mobile unit/person is only allowed 1 attendee unless an additional permit is purchased. Permits are to be worn on each person managing the unit.

Decision and Space Allocation Guidelines: We make the determination based on previous participation, type of space usage (tent, food truck, trailer-vehicle, and size), adherence to guidelines, time of use (parade only or stay through the evening), relative surroundings, and number of spaces used. All of this information is used to optimize the experience of the patrons and the vendor.

Initials: _ _ _ _ _