



VENDOR PERMIT APPLICATION

The Kansas City St. Patrick's Day Parade

2018

page 1 of 3

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.**

1

CONTACT INFORMATION

Company Name: _____

Primary Contact: _____

Secondary Contact: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Phone #: _____

Mobile #: _____

Email Address: _____

Tax Payer ID #: _____

2

PRODUCT INFORMATION & LOCATIONS

Type of Product

(please mark all that apply)

Food

- Truck/Trailer
- Tent (10 x 10)
- Mobile Cart
- Other

Merchandise

- Tent/Table (10 x 10)
- Cart
- Other

Informational

- Tent/Table (10 x 10)
- Other

of Selling Locations: _____

of Booths/Tents: _____

of Representatives/Carts: _____

Rank Desired Locations 1-3 (1=Most Preferred, 3=Least Preferred)

Beginning of Parade (Redemptorist Area): _____

Middle of Parade (Broadway Area): _____

Near End of Parade (Westport Area): _____

Generator: Yes _____

No _____

Decibel Rating: _____

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

Description of Vendor Setup: _____

Dimensions of Complete Setup: _____

feet ×

feet

Initials: _____



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page 2 of 3

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3

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

Early Entry: Payment RECEIVED by March 10

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

- \$225* Food Truck / Trailer
- \$150* Tent (120sf)
- \$100* Additional Tent / 120sf.
- \$200* Mobile Cart (includes 2 attendees)
- \$150* per Additional FOOD Cart / Walker
- \$50* per Additional MERCH Cart / Walker

Late Entry: Must pay prior to setup March 17

Payments received after the 10th 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.

- \$325 Food Truck / Trailer
- \$200 Tent (120sf)
- \$150 Additional Tent / 120sf.
- \$250 Mobile Cart (includes 2 attendees)
- \$175 per Additional FOOD Cart / Walker
- \$75 per Additional MERCH Cart / Walker

Payment Plan Options:

- Plan A:** Pay in full by March 10th
- Plan B:** Pay 50% of entry cost by February 10th
Pay remaining 50% of entry cost by March 10th
- Plan C:** Pay 33% of entry cost by January 10th
Pay 33% of entry cost by February 10th
Pay remaining 34% of entry cost by March 10th

***If paid by March 1st, there will be a \$25 refund given.**

Dual Parade Entrant & Vendor Discount

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

4

PAYMENT & RETURN OF APPLICATION Payment must accompany this application

Please Indicate How You Wish to Pay:

Checks:

Make payable to **KCSPDPC**

Credit/Debit Cards:

Visa, MC, Discover, Amex

MAIL TO:

KCSPDPC
1538 SW Shelby Dr.
Lee's Summit, MO 64081

or SCAN & EMAIL TO:

kcirishvendors@gmail.com

QUESTIONS:

Mandi McMillan: 913.963.4821
kcirishvendors@gmail.com

Total Amount to be Billed

Name

Billing Street Address

City, State, Zip

Card #

Expiration Date (MM/YYYY)

Signature

Date

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.

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

Applicant's Signature

Date



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page 3 of 3

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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.**

GUIDELINES: Please Read and Initial at the Bottom of this Sheet

Date of Parade: Saturday, March 17, 2018. The parade will go on through inclement weather. No refunds will be issued.

Check-In: The Vendor Check-In tent near Wesport 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 inappropriate signage, photos, or materials are UNACCEPTABLE! 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: _ _ _ _ _