

Vendor Agreement
Kansas City's Annual Reggae Music and Jerk Festival 2023



Event Location:	Berkley River Front Park 1298 River Front Dr. Kansas City, Mo. 64120			
Event Dates:		Friday, June 30th.	Saturday, July 1st.	Sunday, July 2nd.
Vendors:	Check-in and set-up:	10:00 a.m. – 2:00 p.m.		
	Tear-down begins:			9:00 p.m.
	Tear-down complete by:			11:30 p.m.
General Public:	Gates open:	5:00 p.m.	2:pm	2:pm
	Gates close:	11:30 p.m.	11:30 p.m.	9:00 p.m.
Vending Coordinator:	Annice phone: (913) 351-7218 email: friendsofreggaekc@gmail.com			

- All vendor fees must be paid in advance. Applications that are not paid in full before the deadline will incur a late fee.
- The Vending Coordinator must approve all vending application.
- All vending fees must be paid in full, and signed by the vending coordinator and presented at the time of check-in.

Booth Space Availability and Pricing:

	Dimensions	Vendor Fee
Information Booth	10' x 10' space	\$300
Arts & Craft Vendor Booth	15' x 15' space	\$300
Food Vendor Booth	15' x 15' space	\$400

Dispensary vending inquiry friendsofreggaekc@gmail.com

Deadline for vending applications is June 1st, 2023. A late fee of \$50 will be charged for applications received after the deadline. (No exceptions).

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- FOOD vendors must provide their own tables, chairs, and electrical power (generators).
- CRAFT vendors and INFORMATION BOOTH vendors must provide their own tent (10'x15'), chairs, and tables.
- The festival will provide string lights only.
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Each vendor will receive two vendor wristbands.

Vendor wristbands must be worn all three days of the event. Any additional passes must be purchased at the venue gate at the regular gate price.

All Vendors must present a signed vendor agreement at check-in to collect vendor wristbands. No vendor vehicle will be allowed inside the venue during the event.

Vendors must be in compliance with city, state and local license and permit codes. It is the vendor's responsibility to obtain all appropriate licenses, permits and insurance at his/her own expense.

Vendors are responsible for paying their own sales tax as required by state tax laws.

Friends of Reggae International reserve the right to refuse any vendor who is not in compliance with the rules that govern the festival.

No alcohol, tobacco, pork, all weapons are PROHIBITED on the event site.

Please sign and return vending agreement for approval before payment

Signature: _____ Date: Vendor

Signature: _____ Date: FORI Vendor Coordinator

friendsofreggaekc@gmail.com

Cell: 845-200-8626

Office: (913) 351-7218

Vendor Name (please print):

Vendor business or

Organization Name:

Vendor email:

Vendor phone:

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Vendor cell phone (on-site during festival event):

Vendor emergency contact name and phone#

Vending agreement must be approved before payment

Select Payment Method: PayPal: @forireggae CashApp: \$forireggae

Vending fees are non- refundable after June 1st. 2023 Rain or shine.

Friends of Reggae International is not responsible for any vendor rejection from the event due to non-compliance with Kansas City's Health Department Regulations. Vending fees are non-refundable for vendor non- compliance rejection.

KANSAS CITY, MISSOURI HEALTH DEPT REQUIREMENT & INSPECTION PROTOCOL

It is mandatory that vendors who are preparing, assembling, and/or serving food have obtained an application for a temporary food permit (this includes beverage vendors pouring drinks or adding ice to cups).

Vendors must be prepared, equipped and all requirements are met at least one hour prior to the start of the event to ensure start time of the event is not delayed.

It is recommended that all application forms and processing fees to be completed and submitted at least 14 days prior to the event. If submitted after the 14 days period permit fee will gradually increase.

Individual vendors are ultimately responsible for meeting all food safety requirements.

- **Person- in-Charge present**
- **Demonstration of knowledge**
- Proper hygienic practices
- No eating, drinking, smoking in food prep area
- No bare-hand contact w/ready-to-eat food
- Hand washing sink w/soap and paper towels
- Employees wearing clean outer garments
- Employees wearing hair restraints
- Consumption ice separated from coolant ice
- Utensils/Ice Scoops w/handles supplied
- Covered waste receptacle supplied
- Hot holding at 135F or above
- Steam Table
- Cold holding at 41F or below
- Outdoor Event: --Overhead Protection
- Sanitizer: chlorine
- Test strips provided for measuring concentration of sanitizer

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- Sanitizer and other chemicals stored separately from food
- Flooring is smooth, durable, easily cleanable, and non-absorbent
- Grill has hinged lid or overhead protection w/screened sides
- Accurate/calibrated metal-stem thermometer supplied
- Coolers equipped with drains to empty melted ice
- Food and single-service items are stored at least 6" off the floor

Kansas City Health Department Environmental Public Health Program

2400 Troost Ave, suite 3200

Kansas City, MO 64108

Phone: (816) 513-6315

Fax: (816) 513-6290

www.kcmo.gov/health

LIST ALL GOODS AND SERVICES THAT WILL BE SOLD and/or DISPLAYED AT THE EVENT. (All Items are subject to approval. No alcohol, fireworks, firearms, nor tobacco will be approved.)

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A. The Missouri Department of Revenue is responsible for collecting the sales and use tax for PID 1. Vendors are responsible for reporting the sales and location of sales to the Missouri Department of Revenue. The address for Berkley Riverfront is 1298 Riverfront Rd., Kansas City, MO 64120.

Q. What are the PID 1 boundaries? **A.** PID 1 boundaries are illustrated on the map below. Berkley Riverfront Park is within PID 1.

Q. Who do I contact with questions?

A. General questions about the PID may be addressed to Port KC at (816) 559-3756 or info@portkc.com. Questions concerning the tax rate or how to report sales tax within the district on your return can be addressed to Missouri Department of Revenue Local Sales Tax Section at (573) 751-4876 or localgov@dor.mo.gov. Specific situational questions can be addressed to Missouri Department of Revenue at (573) 751-3505 or salesuse@dor.mo.gov.

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