



# Vending Application

All vendors are to be within a sponsored, designated 10' x 10'. Trailer or Food Truck Area **All vending is subject to passing Health Department Inspection. No donation refunds.**

**Businesses: \$150.00**

**Food Trucks: \$90.00**

**Trailers: \$80.00**

**Tent: \$50.00**

**Non-Profits: Free**

Vendors are to supply their own tent, tables, seating as necessary - Please see Vendor Guidelines.

# May 3<sup>rd</sup>, 2025

Vending 10:00am to 4:00pm

***Please print, providing complete information***

Organization's Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Alternate contact name/phone \_\_\_\_\_

Type of product/service(s) to be sold/displayed \_\_\_\_\_

Electrical use NOT Available (see guidelines; no plug-ins provided)

This Community Event is a fundraising production. You will be helping the delivery of all CABA's community programs for the following year.



**Please return this form with your donation payable to: Central Avenue Betterment Association,**

**1303 Central Ave. KCK 66102 or call 913.281.9222 Admin@CABAKCK.org**

The Central Avenue Betterment Association, Inc. and the Unified Government of Kansas City, KS/Wyandotte County Parks & Recreation Department shall not be held responsible or liable for any property due to theft, damage by fire, water, accidents, acts of God and/or other causes of injuries. It is hereby understood and agreed that the above company and/or individual(s) shall not hold the officers, staff, members, agents, volunteers of the event organizer and/or sponsors liable for any loss of property, personal injury and/or claims caused by them or suffered during event. It is also hereby understood and agreed that the above product vendor and/or individual(s) **shall not sell alcoholic beverages/liquids of any kind during the event hours.**

I also have received a copy of and agree to the *Day of the Dead Vendor Guidelines*:

Printed name

Date

Signed name

## ZERO TOLERANCE FOR DRUG USE OR POSSESSION

The use or possession of any illegal drugs will not be tolerated anywhere inside or outside the venue. Anyone caught using or possessing any illegal drugs will be turned over to Law Enforcement on-site at the event and prosecuted to the fullest extent.

## VENDOR AND VENDING VEHICLES GUIDELINES

For the purpose of managing a successful and coordinated event the **Central Avenue Betterment Association** (event coordinator) sets forth the following guidelines and rules pertaining to approved vendors and vending vehicles who wish to participate in **our event**

1. Vending Spaces - The donations-based festival offers 10' X 10' vending spaces in Bethany
2. Park and along Central Avenue accepting pre-approved and registered vendors only.
3. Vendors - Any individual or business owner is welcome to sell items at our event within assigned vending spaces.
4. Vendors are by invitation of and approved by the event coordinator. **NO UNAUTHORIZED/UNREGISTERED VENDORS ALLOWED.**
5. **NO UNAUTHORIZED SOLICITATIONS** (handbills, sampling, giveaways, etc.)
6. Food vendor Booths must be available for installation and setup between 7am and 11am the day of the event. Food Trucks can drive in on the day of the event but must be in place by 10 am.
7. No vendor can sell food for under \$4.00; No beverages can be sold for under \$3.00 .
8. During load-in you will be able to drive a vehicle on the park grounds however all vehicles should be parked outside the park by 10:30am. On street parking should be drive to the crossing streets.
9. **Each vendor needs to provide its own trash can.** Absolutely no trash or oil dumping on the premises. If your area is not left the way you found it, you will be responsible for damages. All material, tables, seating equipment and trash/refuse are the responsibility of the vendor and will be removed from assigned vendor space within one hour of the conclusion of the event.
10. Your booth must stay open and active until the parade.
11. You must supply your own power.
12. Hand washing sinks will be provided by the restroom areas. There is no food washing allowed in these areas.
13. Vendors shall provide table(s), seating as needed (event coordinator shall limit noise level at each vendor space).
14. The vending installation shall not exceed the vending space allocated as of the day of the event.
15. All vendors will conduct their business in conformance to established local and state laws applicable to their business (occupational tax registration, food service/health code requirements, etc.) and, if necessary, show proof of such conformance prior to being placed on the celebration grounds. You must comply or you forfeit your right to vend. All donations are not refundable.
16. In the spirit of The Day of the Dead Celebration, vendors are required to fully participate in the event by: Promptly setting up and ready to do business prior to opening of event conducting sales with highest accepted customer service practices decorating vendor space and staffing members with appropriate décor/dress.

17. All vehicles shall be totally vacated from the park grounds within two hours of the conclusion of the event.

Sponsored Spaces - The event coordinator has procured display and vending spaces for the exclusive use of our sponsors who have donated to the production to have their names, logos and/or messages displayed. The sponsored spaces made available will be approximately 10'x20' and will be provided with a branded canopy tent which shall remain the property of the sponsor. Sponsored canopy shall remain free of any posters, ribbons, etc. that may restrict the viewing of the sponsor's message, from all directions at all times.

In general, vendors are to conform to accepted business practices respecting the event, sponsors, organizers and the City, County and State regulations.

#### CODE OF CONDUCT

All participants are required to conduct themselves in accordance with the event code of conduct and to observe the celebration's rules and regulations. By accepting a position in the event, you agree to adhere to the preceding terms:

- a. Work as a team for the event to make a positive impact on the celebration's culture and overall success. Care and respect is paramount in working with celebration participants, colleagues, artists and patrons.
- b. Promote the event in a positive way. Never say or do anything to cause harm to the festival.
- b. Acknowledge the importance of our individual contributions to the total effort involved in providing a happy and comfortable, yet safe and structured environment.
- c. Adhere to Kansas state law and festival's regulations regarding tobacco use and possession.

We have ZERO tolerance policy for anyone not following our guidelines. Anyone caught stealing or under the influence of drugs or alcohol will be turned over to law enforcement on-site at the event and prosecuted to the fullest extent.

#### CELEBRATION SAFETY

Festival safety is a critical component to the success of our event, and we request that all vending staff exercise concern and awareness for every attendee's wellbeing. CABA is committed to providing a safe environment for all participants, fans, volunteers, staff, artists and any/all team member.

#### MEDICAL SERVICES-INDIVIDUAL ATTENDEE EMERGENCIES

In the event of someone needing immediate medical attention, find a staff person with a radio or notify the nearest security personnel. If you're not sure whether it's an emergency, assume it is and get help right away. Medical staff has a "no questions asked" policy; please assure the guest that they will not get in trouble for seeking help and try to make the guest feel as comfortable as possible. Please remember to remain with the guest until medical attention arrives.

## GENERAL CRISIS PROCEDURES

In the event of a crisis, please encourage attendees to remain calm. Ensure that everyone around you is safe or can move calmly to a safe area. If there is an injured person(s), please seek security personnel, a member of the Fire Department or someone with a radio and ensure help is on the way. Remain with anyone requiring medical attention until help arrives. Remember the following guidelines during the crisis and as you seek to quickly communicate with security personnel or your supervisor.

CENTRAL AREA BETTERMENT ASSOCIATION VENDING GUIDELINES.