

"Wings Around
the World"



AMELIA EARHART
FESTIVAL

Atchison Area

Chamber of Commerce

200 South 10th St.

P.O. Box 126

Atchison, Ks. 66002

913-367-2427

800-234-1854

Fax: 913-367-2485

AMELIA EARHART FESTIVAL

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The Celebration:

This year we are celebrating the 23rd Anniversary of the Amelia Earhart Festival on Friday July 19th and Saturday July 20th.

We will kick off this two-day event with **Lakefest**, the annual concert held at Warnock Lake on Friday evening. The gates open at 4pm, and the concert begins at 7pm with the National Anthem. This year's artists include Kip Moore, Denn Dawson, & Kylie Morgan

Saturday is packed with events, starting with the **Downtown Festival**. This family fun event is located along the outdoor pedestrian plaza, and will host arts and craft booths, live entertainment, and other special activities for children. We will wrap up this year's festival with the **Concert in the Sky** fireworks extravaganza.

Things you need to know:

- Lakefest is the only event that requires admission tickets. You will be provided "vendor tickets" (max. of 5) for you and 4 booth workers, additional tickets can be purchased for any additional workers. **YOU MUST BE INSIDE THE GATE BY 3PM, or you will have to purchase a ticket at the gate to get in. NO EXCEPTIONS** Vendors for Saturday day events must be set-up by 8AM on the Mall festivities start at 9:00AM
- Due to time-overlaps, vendors ARE NOT able to participate in BOTH events on Saturday.
- You must honor five \$5 food coupons that will be used by festival volunteers. (No Change required). The Amelia Committee supplies these coupons; we simply need you to honor them. A sample one will be sent in future correspondence. In addition, we request that you purchase a \$1 commemorative button for each employee on the day you set up.
- You are responsible for conducting your own sales. It is your responsibility to collect and report sales tax. A list of participating vendors is sent to the Kansas Department of Revenue. prior to the event.
- You must display a sign at the festival listing food items and prices.
- All food vendors must remain open until the last entertainment finishes at each event: 12:00 AM Friday night concert, 5:00 PM Saturday Mall activities and 11:00 PM Saturday evening fireworks (these are approximate end times)

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What You Need To Do To Apply:

1. Print off the attachments (BOTH the application and the electrical needs) in this email, fill them out COMPLETELY, and return them via e-mail or mail. OR You can use the following link to apply on-line. Once you have completed the on-line application, please send an email to notify us that your application was submitted. To apply on-line click here:

[https://docs.google.com/forms/d/1sg-
OE1hT8aIE4P0HMFYxYXLEQDaidZU3RBih8hx4r2Q/edit?usp=drive_web](https://docs.google.com/forms/d/1sg-
OE1hT8aIE4P0HMFYxYXLEQDaidZU3RBih8hx4r2Q/edit?usp=drive_web)

2. All applicants MUST SUBMIT A PHOTO of their booth depicting how it looks when in operation. Space is very limited, so the more compact your booth setup is the better. Again, you can submit this via email or mail.

❖ The Amelia Earhart Festival food committee will jury for which vendors are chosen for the events. With a limited number of vendor spaces available, we look to fill these spots with vendors that have unique setups, a variety of food choices, demonstrate professionalism, and take pride in the quality of their product.

PLEASE NOTE : This process will take place the first week of May; please do not call prior to these dates, as there will be no decisions made yet. Since we do use the jury process in choosing our vendors, it does not necessarily mean you will automatically be chosen to participate in this year's event, even if you have participated in the past.

DO NOT submit any form of payment until you have received your confirmation letter.

ONCE YOU RECEIVE YOUR CONFIRMATION:

3. You must complete and return a Hold Harmless Agreement for the City of Atchison and The Amelia Earhart Festival, and clear any indebtedness to the City of Atchison. This form will be sent with your letter of acceptance.

4. You must supply a valid proof of insurance with a minimum coverage of \$1,000,000, listing the Amelia Earhart Festival Committee and the City of Atchison (these are two separate entities) as being *additionally insured or certificate holders*.

Note: Those not willing or able to supply this document need not apply

5. DOUBLE CHECK YOUR ELECTRICAL CONFIGURATION AND NEEDS!!! You must indicate prior to the event the electrical configuration you will need. Any changes necessary upon arrival at the Festival will be at your expense. A chart is supplied, with this mailing, to help you explain your needs. If you do not see your specific plug, draw a picture to the best of your

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abilities. Also, juggling the amount of power needed can be tricky, please make sure to be as accurate as possible when providing your electrical.

6. You may or may not need a Kansas food vendor license. If in doubt as to whether you need or have one please call the Kansas Dept. of Agriculture – Division of Food Safety and Lodging at (785) 296-5600 or www.ksda.gov to inquire.

ALL REQUIRED DOCUMENTATION MUST BE RECEIVED NO LATER THAT JUNE 1ST

Event Pricing*

Single Event Prices:

- Friday Night Only (*Lakefest*) - \$225.00
- Saturday Night Only (*Concert in the Sky*) - \$275.00
- Saturday Day Only (*Downtown Festival*) - \$100.00

Multiple Events Pricing:

- Friday Night (*Lakefest*) & Saturday Night (*Concert in the Sky*) - \$500.00
- Friday Night (*Lakefest*) & Saturday Day (*Downtown Festival*) - \$325.00

***Prices are based on a 20 foot (length) x 10 foot (depth) space. Any vendors requiring more than 20 feet in length (including tongue and space for your supplies) will be charged \$50.00 for each additional 1- 5 feet needed.**

How to contact us:

Mailing Addresses

Amelia Earhart Festival
200 S 10th St., PO Box 126
Atchison, KS, 66002.

Email

a.e.foodvendors@gmail.com

Phone

Angie 913-426-0013

Security Disclosure:

The Amelia Earhart Festival is not responsible for any damage your booth may incur during or after the festival from rain, wind, fire, theft, etc..

AMELIA EARHART FESTIVAL FOOD VENDOR APPLICATION

Name of Concession: _____

Owner: _____

Address: _____

City, State, Zip: _____

Of Workers attending booth _____ Critical information for Lakefest applicants.

Phone: Day/Night (____) _____ (____) _____
 Cell (____) _____ Fax (____) _____

E-mail _____

Web-site _____

Please List ALL food and drink items you want to serve and attach additional page if necessary. The first 3 items listed here is what the jury committee will look at, when deciding on vendors. Please list foods in the order of priority for which you want to be considered for, by the jury process. What are your money makers; when considering you as a vendor? We try to not to have more than 2 duplicates when it comes to money making food items. If your menu items change before the Festival you must notify me

_____ \$ _____

_____ \$ _____

_____ \$ _____

Size of Booth: Length (end to end) _____ Width/Depth (side to side) _____ Height _____

This is very important, so please be accurate. Include the trailer's tongue length, outside tables, grills, how much space is needed when your awnings are open and/or additional tents when figuring overall length and any other equipment you will need during the festival. You will only be allowed the space that you request here...**NO ADDITIONS WILL BE ALLOWED ON THE DAY OF THE FESTIVAL!** Basically, what I need to know is what is the physical footprint of your booth.

Any length requirements over 20 feet in length will need to pay additional.

Please remember SPACE IS TIGHT ON SATURDAY It is more flexible on Friday.

The more compact your setup, the better for our Concert in the Sky venue. Booths requiring more than 25 feet are difficult or near impossible to include on Commercial Street and if accepted may need to be put at our north location.

Tongue position: _____ Left (of serving window) _____ Right (of serving window) _____ Rear (of serving window) When you are facing your serving window from the outside. Indicate setup needs on the drawing below to clarify. *This information helps us when arranging the booths.*

Do you require a water hookup? Yes ___ No ___ Do you require only access to water? Yes ___ No ___
 You will need to supply your hoses and couplings.

Electrical Needs: Please circle the configuration needed on the enclosed sheet, or draw a picture of your plug on the sheet. Do you have a generator? ___ Yes ___ No

How much power does your booth pull? _____ Total Amperage

What is the length of your power cord? _____ Feet

Please select your desired Events:

- _____ Lakefest (Friday night only) \$225.00
- _____ Downtown Festival (Saturday Day Mall activities only) \$100.00
- _____ Concert in the Sky (Saturday Night Fireworks only) \$275.00
- _____ Fri/Sat night Combo \$500.00
- _____ Fri night/Sat day Combo \$325.00

Additional length needed is \$50.00 for 1ft. - 5 ft. increments over 20 ft.

Booth diagram



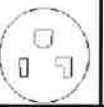



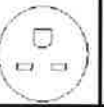

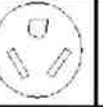

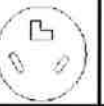
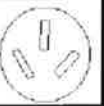
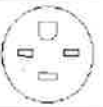


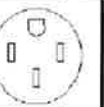



Length

PLEASE CIRCLE THE CONFIGURATION NEEDED, AND INDICATE HOW MANY OF EACH IS REQUIRED, BELOW THE PICTURES

2 - POLE 3 - WIRE GROUNDING

125V

5								
	5-15R	5-20R	5-30R	5-50R				
2 - POLE 3 - WIRE GROUNDING 250V								
6								
	6-15R	6-20R	6-30R	6-50R	RV			
3 - POLE 3 - WIRE 125/250V								
10								
		10-20R	10-30R	10-50R				
3 - POLE 4 - WIRE GROUNDING 125/250V								
14								
	14-15R	14-20R	14-30R	14-50R	14-60R			

TOTAL AMPERAGE NEEDED: _____ RECEPTACLES NEEDED: _____

AMELIA EARHART FESTIVAL

HOLD HARMLESS AGREEMENT

Now this _____ day of _____ of the year _____, I

_____, hereby agree to indemnify and hold the Amelia Earhart Festival committee, the City of Atchison and the Atchison Area Chamber of Commerce and their agents, servants, employees, successors and assigns, harmless from and against any and all liability, claims, damages, losses, fines and or expenses. This includes but not limited to attorney's fees, resulting from or arising out of related to personal injuries. loss of or damage to property or involving any impairment of, or damage to, any right because of, or in any way related to my participation as a vendor in the Amelia Earhart Festival; whether or not such liability, claim, damage, loss, fine or expense is caused in part by the negligence of the City, Chamber of Festival committee. I acknowledge that I have freely and voluntarily entered into this agreement and that I have read and understand this agreement in its entirety.

Printed name

/

Signature