



The Burnt District Festival

Business Expo Guidelines

We are pleased that you plan to join us for the Annual Burnt District Festival! We look forward to a great festival on the Historic Harrisonville Square.

The following information will help us accommodate your needs. Please register early, space availability is based on a first come, first served basis. If you have questions, please call us at the Chamber at 816-380-5271 or email: executivedirector@harrisonvillechamber.com

Check-In and Set Up

Business Expo Vendors will be located on the Courthouse Square. Please check-in at the Information Booth; it will be located on the southwest corner of the Square. Set up may take place anytime after 8am on Friday, if your booth is on the Square if you are on Wall St you may set up after noon. You must be set up no later than 3pm. The street must be cleared 1 hour before festival opening.

NO early Tear Down is allowed. Tear down can begin at 8pm, Saturday, but vehicles will not be allowed on the square until directed by safety personnel. Safety of all guests, is our primary concern. Vehicles are only allowed on the Square to quickly load and unload during the set up and tear down process. Business Expo participants will be assigned a 10'x10' space around the square. Exhibitors must furnish their own 10'x10' pop up style tent with appropriate weights. **Please be prepared in case of high winds.** Stakes are not allowed to be used for anchors. No animals are to be kept in or around your booth area. Please do not park on Pearl Street as that is the Parade Route.

Guidelines

All materials displayed in and distributed from your booth must be of professional quality. Display items must be within the area of your booth. No selling of food. No literature may be passed out from any area other than your designated booth. This includes leaving materials on vehicles. Space may not be sublet and booths must have an attendant at all times. Booth rental includes 10'x10' space only. The Burnt District Festival Committee is not responsible for any items that might be left set up and unsupervised for the duration of the festival, even though security is hired for overnight and reserve the right to remove any vendor for any violation of the Festival Regulations. We encourage promotion from you for the event to help ensure success for everyone.



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Hours & Event Information

Friday 5:00pm - 8:00pm 8:00pm - 11:00pm Music in the Reunion Garden

Saturday 9:00am - 8:00pm 8:00pm - 11:00pm Live Band in the Reunion Garden

You are allowed to remain open until 9:00pm if you so choose.

Other activities included: Carnival, Business Expo, Food Vendors, Children's Activities and Student Art Show. A variety of Entertainment will be ongoing Saturday on the North side of the square all day and Music in the Reunion Garden both Friday and Saturday. There will also be a parade crossing the square Saturday, at 11:00am.

Contact the Chamber before submitting payment!

The Booth Space Fee is Non-Refundable.

A 10x10 booth is \$125.00 for Chamber Members. A 10x10 booth is \$175.00 for non-Chamber Members.

An extremely limited amount of spaces with electrical are available for an additional \$25.00 fee. We will evaluate electrical requests based on needs. Electrical is limited to 20amps and you will need to provide your own 50' construction grade extension cord.