



October 4-5

Sponsored by
Harrisonville Area Chamber of Commerce
and the City of Harrisonville

106 S. Independence Harrisonville, MO 64701
816.380.5271 Website: www.harrisonvillechamber.com

CHILDREN'S ACTIVITY REGISTRATION 2019

WELCOME!

We are pleased that you plan to join us for the 10th Annual Log Cabin Festival!

We are again looking forward to a great festival on the Historic Harrisonville Square.

The following information will help us accommodate your needs. Please fill out the second page of this form completely. 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

Send this form to: Harrisonville Chamber of Commerce, 106 S. Independence, Harrisonville, MO 64701

CHECK-IN & SET UP

Children's Activities Vendors will be located around 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 8 am. on Friday, if your booth is on the Square if you are on Wall St it's anytime after noon, but no later than 3 pm. The street must be cleared 1 hour prior to the festival opening. **NO EARLY TEAR DOWN.** Tear down can begin at 8 pm., Saturday, but **vehicles will not be allowed on the square until directed by safety personnel.** Safety of all guest, is our primary concern. Vehicles are only allowed on the Square to quickly load and unload during the set up and tear down process. Children's Activities will be assigned a 15'x15' space around the square. Exhibitors must furnish their own pop up style tent with appropriate weights. Please be prepared in case of high winds. No stakes are 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 this is the Parade Route.

GUIDELINES

Your activity needs to 1st be approved by the Log Cabin Festival Committee. Activities may not be duplicated and there are only a few available. The Log Cabin Festival is a family friendly event, so all children's activities must fit such qualifications. This is an opportunity to offer entertainment to the children in the community. You may either use this as a community outreach, and provide the games for free or you may charge a fee and use this as a fundraiser. You will be given a 15' x 15' area to provide an activity. 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 must have an attendant at all times. The Log Cabin 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, we 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.

HOURS & EVENT INFORMATION

Hours of vendor operation will be:

- Friday, 5:00pm- 8:00pm
 - Saturday, 9:00am-8:00pm
- 8:00pm-11:00pm Music in the Reunion Garden
8:00pm-11:00pm Live Band in the Reunion Garden

Other activities included: Carnival, Business Expo, Food Vendors, Art & Craft Vendors, Children's Activities, Petting Zoo and Farmer's Market. A variety of Entertainment will be ongoing Saturday on the north side of the Square all day and Bands in the Reunion Garden both Friday and Saturday. There will also be a Parade Saturday at 11:00 am.

Children's Activity Contract

PLEASE RETURN COMPLETED CONTRACT BY: SEPTEMBER 13, 2019

Mail to: Harrisonville Chamber of Commerce
106 S. Independence Harrisonville, MO 64701
Email: executivedirector@harrisonvillechamber.com

CONTACT INFORMATION

Organization/Booth Name (*please print*): _____

Contact Person: _____

Address & City: _____

Telephone: Day _____ Evening: _____ Cell: _____

E-mail: _____ Web site: _____

REGISTRATION

15'x15' Space - \$25.00 NO Electricity

Description of Activity: _____

PAYMENT

For booth space, please include a check or money order payable to:

Harrisonville Chamber of Commerce

Contact the Chamber office if you have any questions at 816.380.5271 or to pay over the phone.

Booth space fee is Non-refundable

CHILDREN'S ACTIVITY AGREEMENT

I, _____, state that the above information is correct to the best of my knowledge. I agree to perform during the designated time slot given. I agree that I am solely responsible for any items left unattended for the duration of the Festival. I agree to bear all risk and expense for any loss, theft or damage to any equipment and to bear the risk of injury to myself and those with me. I will abide by all Festival regulations.

Signature: _____

Date: _____