

OLD SHAWNEE DAYS SOCIETY BOOTH RULES AND REGULATIONS

1. No radios, tapes, c.d. players, MP 3 players, or other electronic amplifications are permitted at Old Shawnee Days without prior permission.
2. You are responsible for daily maintaining and cleaning your booth and the areas surrounding your booth. Prior to closing your booth, your booth and the surrounding areas shall be cleaned and picked-up to the satisfaction of the Old Shawnee Days Society.
3. Your organization is responsible for all income tax, sales tax and/or other taxes on all transactions from your booth.
4. Your organization is responsible for any and all permits which may be required.
5. Your organization is responsible for providing any tent, table(s) and chair(s) needed at your booth site.
6. Neither your booth nor any part of your booth may be sub-leased to any other individual and/or entity, nor may any individual and/or entity use your booth for any reason without the consent of the Old Shawnee Days Society.
7. You agree to comply with all requests, rules and regulations set forth by the Society. The Society may close your booth and you will forfeit your booth fee if the Society determines that you have violated any of its rules and regulations, or if you have a prior history of deceitful activity. You also agree that the Society may have removed any individual participating at your booth and/or working for you at your booth if the Society determines that such individual has violated its rules and regulations.
8. You agree that your booth will be open and available to the public during the following hours:
 - Thursday 6:00 p.m. – 10:00 p.m. (only for booths 100 through 107 in the carnival parking lot)
 - Friday 6:00 p.m. – 10:00 p.m.
 - Saturday 11:00 a.m. – 10:00 p.m.
 - Sunday Noon – 6:00 p.m.

If you failed to remain open during all public hours or leave prior to the end of the event you will not be eligible to return to OSD the following year.

Shawnee Town will NOT be open to the Public on Thursday night. ONLY Booths in the parking lot (#100 - #107) and Carnival rides will be open.

9. Commercial and Craft booths may be used solely for display, demonstration and sale of a product (other than food or drink) or service and NO food or drinks may be given away or sold at such Commercial or Craft booths (unless approved by the Society).
10. You may set up your booth Thursday from 10:30 a.m. to 4:00 p.m. and/or Friday from 9:00 a.m. to 4:00 p.m. (Unless special arrangements have been made with the Society). **NO CARS WILL BE ALLOWED IN THE TOWN AFTER 4:00 P.M Thursday or Friday**
11. You must check-in at the Town's north gates to validate your participation and have your site assigned. **NO vehicles may be left unattended while unloading within the town. PLEASE COMPLETE THE INFORMATION SHEET GIVEN TO YOU AT THE GATE TO BE PLACED ON YOUR CAR DASHBOARD.**

12. All vehicles must be out of the "Town" area each day before the arrival of the visitors. Moreover, there will be no vehicles allowed in the "Town" before the closing time each day, especially on Sunday. THE "TOWN" CLOSSES AT 6:00 P.M. ON SUNDAY, AND VEHICLES WILL BE ALLOWED IN THE TOWN AS SOON AS POSSIBLE AFTER CLOSING.
13. WE PROVIDE NO SPECIAL PARKING FOR VENDORS. Parking is first come, first served. Additionally, there will be NO UNAUTHORIZED OVERNIGHT PARKING near the Town. All unauthorized vehicles will be subject to towing.
14. THERE WILL BE NO REFUNDS OF ANY DEPOSITS AND/OR FEES PAID TO THE SOCIETY IF CANCELLED AFTER APRIL 15th.
15. Booth locations are assigned by the Society, in its sole discretion. The participant may not cancel the contract and receive a refund if the participant does not approve of the booth location.
16. Only booths designated as Food Booths may sell food and/or beverages at the Old Shawnee Days event. Food booths are only open to Not for Profit organizations or Commercial food vendors that have a designated Not for Profit partner. Commercial food vendors may sell food and/or beverages by agreeing to the following conditions:
 - You will identify a partner organization that is non-profit or a charitable cause that will receive 15% of your event profits.
 - You will provide contact information for the non-profit organization or charitable cause.
 - If a 501c3 partner organization, you agree to provide their 501c3 certificate if asked.
 - You will provide a brief letter from the non-profit organization or charitable cause as proof that booth proceeds benefit their organization.
17. Electricity: Each booth will be responsible for supplying its own lighting equipment (light bulbs, extension cords, fixtures, etc.). Upon arrival in the town, the Old Shawnee Days Society staff will assist each booth in being properly hooked up to electricity. Hook ups will be checked daily for compliance and any additions will be charged. Electrical service is limited; requests for electrical will be honored on a first request basis. Please indicate the amperage that you will need, i.e. if you need 220v, you need to list if it is 30 amp, 40 amp, 50 amp, etc.
18. Old Shawnee Days is intended to be a family event for all ages; therefore, the Society does not permit the sale or display of the following items: alcohol or tobacco products, smoking and/or drug paraphernalia, weapons, knives or other devices which could be used as weapons, sexually suggestive t-shirts or other items, racially derogatory t-shirts or other troublesome items. If you have a question about items which you may be selling or displaying, please contact the Society. Also, no pets or animals allowed on property. The Old Shawnee Days Society reserves the right to request the removal from the booth space of any items or displays determined to be in violation of the letter or spirit of the above exclusions.
19. No solicitation is allowed outside of the contracted booth space area.
20. All food booths are subject to inspection and visits by the Kansas Department of Agriculture, for compliance with requirements per Kansas Food Code.
21. Please be aware that this is an outdoor event and inclement weather is a possibility. Tarps, pallets, kitty litter are recommended if your booth space is wet. Straw is not allowed.

Signature

Date

**ANY QUESTIONS OR CONCERNS SHOULD BE DIRECTED
TO: OSDBooths@gmail.com or 913 742-6400**