

# **Arts & Craft and Food Vendors Application**

## **Battle of Pilot Knob Re-enactment**

### **September 28-29 2024**

**Location of food and craft vendors will be in the picnic area in the northeast corner of the park near the food vendors.**

**Space size and cost:** Arts & Craft Vendor Spaces will be 12' x 12' at \$150 per space for the two-day event. Additional space can be purchased only by purchasing 12' x 12' spaces. Indicate on your application the total space needed including any tie-downs. As the area is wooded, some set-ups will be varied.

Food vendors have first opportunity for available electric. Food spaces will be 15' wide x 16' deep. Limited electrical hook-ups (seven 50 amp services, and two small pavilion spaces with 20 amp services) are available. If all of these are not used by food vendors, arts and crafts vendors may request use of electric and, if approved, the assignment of such space will be based date of the request. Approval of electric spaces for non-food vendors will only be considered after the June, 2024, meeting of the Friends of Fort Davidson.

**Set-up:** You may set up beginning at noon on Thursday, Sept 26. You will be permitted to pull onto the vendor area from Hwy 221. After unloading, all vehicles must be moved off site. Please arrive before midnight on Friday, Sept. 27. There will be no vehicles allowed in the area after 8 a.m. on Saturday, Sept. 28 or before 3 p.m. on Sunday, Sept. 29. If you plan on setting up before noon on Thursday, please contact historic site. Vendors are required to provide their own tables, tents, etc. **If arriving after business hours, it is strongly recommended that you do not set up until you receive approval by site personnel. You may be required to move.**

**Taxes:** Each vendor is responsible for determining their liability for collecting and remitting any sales tax that may be required by law.

**Cancellation Policy:** Full refunds, minus \$25 processing fee, will be made if written notice is received by September 1st. No refunds will be made after this date. This event will be held rain or shine so come prepared.

**Security:** Every effort will be made to have adequate security but security of merchandise cannot be guaranteed.

**Space Assignments:** Space assignments will be made through the Friends of Fort Davidson considered upon both a first-paid and received basis and prior relationship with our event. All efforts will be made to limit like vendors and to meet any special requests.

**Times of Operation:** Vendors will be permitted to keep their shops open starting at noon on Friday until 9:00pm that evening. All vendors are expected to be open from 9:00 am Saturday until at least 5 p.m. and on Sunday from 9 a.m. to 3 p.m.

**Break-down:** Vendors will be permitted to pull their vehicles onto the parking lot after 3:00 p.m. on Sunday to load.

**Allowed Items:** The Missouri Department of Natural Resources has been committed to providing a re-enactment that provided spaces for "quality arts and crafts exhibits." Due to space limitations at this re-enactment, the following rules are in place:

#### **Non-Food Arts & Crafts Vendors:**

1. Quality arts and crafts can include commercially produced items, but handcrafted, non-commercially produced items are preferred. While it will not be required, vendors who can create their products on site (candle-making, oil paintings, etc) are definitely desirable.
2. Informational booths are not arts and crafts vendors, and therefore do not qualify for a space at this event. (See Hawking Rule Below). However, under class C sutler rules ( See Sutler application), a group

that is a Civil War/military service organization (Sons of Union Veterans, Daughters of Confederate Veterans, etc. or local history/genealogical societies, veterans organizations, etc) may qualify to obtain a booth. Civic groups may distribute information provided the booth sells at least one item.

3. We will not guarantee that other vendors will not be selling similar items; however, we will attempt to provide you with a good venue to sell your products.

4. A list of items must be included with the application! Items that are not considered "quality arts & crafts" by the event managers will not be allowed and if found to be on display, the vendor will be directed to remove them from sale. We encourage you to be as specific in your application as possible about the items for you are selling.

Example #1: "Civil War art paintings" is an acceptable description.

Example #2: "T-Shirts" "Knives" "Posters" without a further description are not acceptable. "Klingon War Knives" and tapestries of dogs playing poker are not considered a "quality arts & crafts."

5. Items having crude, offensive or lewd language/pictures are prohibited

6. In the attempt to ensure our visitors a quality experience, **NO HAWKING / SELLING OF ITEMS, SEEKING CONTRIBUTIONS, OR PASSING OUT INFORMATION** is normally allowed except inside vendor/sutler booths. However, application prior to the event can be made requesting permission for such activity. Please provide detail as to why you feel that walking about in the crowd is preferred to a booth and a list of people doing so. Friends of Fort Davidson MAY permit such activity and restrictions may be placed on the activity. If approved, you must pay a \$150 fee as a vendor. Persons caught handing out information without having paid the fee prior to the event will be escorted off site or to the area designated as a free speech area.

#### **Food Vendors:**

1. A menu listing main foods must be provided.

2. Specialized foods (Gyros, Scotchd Eggs, BBQ, etc) can be guaranteed that no other vendors are selling like items for a doubling of the normal fee.

3. Must comply with local health regulations.

4. Wine/Beer vendors must comply with temporary licensing laws and will be charged \$500 without electric. Prior to sending in ANY fee, contact the staff at Battle of Pilot Knob below as all such sales require approval by the Division of State Parks director.

#### **Additional Rules (All Vendors):**

1. Loud speakers are not permitted at any booth.

2. Holding raffles or other games of skill or chance are not "quality arts & crafts."

3. Generators must have prior permission, and are generally NOT approved by the committee.

**Confirmation:** The Friends of Fort Davidson and the Missouri Department of Natural Resources reserve the right to refuse any application. **Applications received without a description of merchandise to be sold will be returned to the sender.** A confirmation notice of acceptance of your application will be mailed to you.

NOTE: As soon as this packet is posted on our website, we will begin accepting applications.

**For additional information call Bryan Bethel or Brick Autry at 573-546-3454 weekdays only.**

**Arts & Craft and Food Vendor Application  
Reenactment of the Battle of Pilot Knob  
September 28-29 2024**

**NO VENDOR APPLICATIONS WILL BE ACCEPTED  
AFTER SEPTEMBER 8, 2024!**

Name:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Phone:

Cell:

\_\_\_\_\_

Number of spaces requested \_\_\_\_\_ X \$ \_\_\_\_\_ Total Check Enclosed \$ \_\_\_\_\_

Check appropriate:

\_\_\_\_\_ Arts & Crafts Vendor (\$150/space)

\_\_\_\_\_ Food Vendors with electric hook-up &/or water hook-up (\$300/space)

\_\_\_\_\_ 50 Amp Required \_\_\_\_\_ 20 Amp in Shelter \_\_\_\_\_ Water Hook-up

\*if using both electric and water, additional fees required

\_\_\_\_\_ Food Vendors, not needing electrical or water hook-up (\$200/space)

\_\_\_\_\_ Wine/Beer Vendor (\$600/space)

\_\_\_\_\_ Hawking Items or Handing Out Public Info (no booth) (\$150)

Please give a complete description of merchandise to be sold (use additional space if necessary):

I have read and agree to abide by the policies and procedures for this event. I understand that security of merchandise cannot be guaranteed and I agree to hold the Friends of Fort Davidson, and or the Department of Natural Resources harmless for any losses incurred.

\_\_\_\_\_

Signature of applicant

\_\_\_\_\_

Date

**ELECTRIC:** Seven 50 AMP vendor spaces under 2 shelters with 20 AMP posts are available. Shelters are not in the food vending area, but spread out through the arts and crafts section. Food vendors will be given the opportunity to rent these up to June, 2024. After that, if a crafts vendor needs electric, we may allow them to pay the additional for electric if available.

**NOTE:** Vendor applications will NOT be approved prior to the October 10th meeting of Friends of Fort Davidson and then not be approved again until the March meeting. After that, applications will be approved monthly.

**Application Return Check List:**

- \_\_\_\_\_ Application filled out
- \_\_\_\_\_ Menu / Sale Item List Attached
- \_\_\_\_\_ Wine Beer Sales (you need 3 approvals and probably best to get in this order)
  1. Friends of Fort Davidson and Battle of Pilot Knob SHS approval letter.
  2. Approval/Temporary License from the City of Pilot Knob
  3. Temporary Permit from the Missouri Division of Liquor Control
- \_\_\_\_\_ **Check / Money Order made payable to: "Friends of Fort Davidson." Refunds will ONLY be made up to September 1, 2024. No refunds will be made after that for any reason.**
- \_\_\_\_\_ Hawkers provide list of people handing out information and detailed explanation as to why this method of contacting visitors is preferred to a booth.

Return application and payment to:  
Battle of Pilot Knob State Historic Site  
PO Box 509  
Pilot Knob, MO 63663-0509  
(573) 546-3454

Additional information and forms may be posted at:

[www.battleofpilotknob.org](http://www.battleofpilotknob.org)

OFFICE USE
DATE: _____
CHK # _____
APPROVAL DATE _____