



Vendor and Artist Booth Information
2018 Japanese Fall Festival
Friday-Sunday, September 7-9

Springfield Botanical Gardens
2400 South Scenic Avenue, Springfield, MO



Application deadline: Thursday, August 9, 2018
Application Fee: \$150 for 12x12 space

The Japanese Fall Festival is a celebration of authentic Japanese culture in the beautiful Mizumoto Japanese Stroll Garden located within the extraordinary Springfield Botanical Gardens. Now in its 23rd year, attendance is expected to top 17,000.

Vendor and artist space is limited and distributed on a first-come, first-served basis with priority given to those that are:

1. authentic to Japanese culture and tradition;
2. authentic to Japanese gardening/landscaping practices;
3. not in direct competition with items available in the souvenir tent.

Participating vendors and artists are required to join Springfield Sister Cities Association (SSCA) at the \$100 supporting level. You may join online at peacethroughpeople.org or you may enclose your payment with your booth application.

You are also required to carry a City of Springfield business license and your own insurance, and you are responsible for collecting and paying sales tax and reporting to the IRS.

Vendor and artist spaces are 12'x12' and cost \$150. A 10'x10' tent, one table, and two chairs can be provided to you for an additional \$50.

Vendor and Artist Application Checklist:

- City of Springfield business license
- Proper insurance
- Completed application
- Images of products/activities proposed for booth
- Current supporting level membership with Springfield Sister Cities Association
- Payment

If you have questions or concerns about these terms or the following application, please feel free to contact Cindy Jobe, Executive Director, at 417-864-1341 or cjobe@springfieldmo.gov. We are more than happy to assist you, and we look forward to working with you on this event!



Vendor and Artist Booth Application
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Business name: _____

Business address: _____

Business city, state, and zip: _____

Business contact person: _____

Phone for business contact person: _____

E-mail for business contact person: _____

Description of business: _____

Person responsible for booth: _____

Phone for person responsible for booth: _____

E-mail for person responsible for booth: _____

Detailed description of products/activities and general pricing proposed for booth (attach images): _____

Please check all fees which apply and are included with your payment:

- Application Fee (\$150) Tent/Table/Chairs Fee (\$50) Membership Fee (\$100)

I read and understand the stated conditions for participating in the 2018 Japanese Fall Festival as a vendor or artist. I understand I am responsible for sales tax collection and IRS reporting as well as carrying a proper business license and insurance. I hereby agree to abide by the rules and regulations set forth by Springfield Sister Cities Association, and I release and forever discharge Springfield Sister Cities Association and their agents and representatives from any responsibility, personal liability, loss, claims, or damage arising out of or in connection with this event.

Signature: _____ Date: _____

Please remit this application, images, and payment to SSCA, 2400 S. Scenic Ave., Springfield, MO 65803.