



Vendor and Artist Booth Information
27th Japanese Fall Festival
Friday-Sunday, September 8-10, 2023

Mizumoto Japanese Stroll Garden
2400 South Scenic Avenue, Springfield, MO



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 at Nathanael Greene/Close Memorial Park.

More than 13,000 people attended the event in 2022.

PRIORITY APPLICATION DEADLINE:

Friday, July 14, 2023

VENDOR FEES:

Fees include a supporting level [SSCA membership](#), a 10×10 tent, one table, and two chairs.

- Partner Organization (12×12 space): please contact for pricing
- Information Booth (12'x12' space): please contact for pricing
- Retail Booth (12'x12' space): \$250
- Food Booth (12'x24' space): \$400

There is no fee to apply. Applications are reviewed by a committee; if accepted, vendors will be contacted to complete payment of applicable fees.

ELIGIBILITY:

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 market or at the Park Board concession tent.

CHECKLIST:

- ☐ Obtain [City of Springfield business license](#)
- ☐ Collect files to support application (proposed menu, photos of goods, etc.)
- ☐ Submit application

QUESTIONS:

If you have questions, please contact Lisa Bakerink at 417-864-1341 or lbakerink@springfieldmo.gov.



Vendor and Artist Booth Conditions
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VENDOR REQUIREMENTS:

- Set up must be complete by Friday at 3 p.m. Springfield-Greene County Park Board staff will be on hand beginning on Thursday at 8 a.m. to assist with set up of large items. Other than food trucks/trailers, non-park vehicles are not permitted within the Mizumoto Japanese Stroll Garden.
- The Mizumoto Japanese Stroll Garden is locked each evening. Additionally, security is provided beginning at 7 p.m. on Thursday continuing each overnight until Monday morning at 7 a.m. Sister Cities and/or the Park Board is not responsible for lost or stolen items.
- Booths must remain in operation from 5 p.m. to dusk on Friday; 11 a.m. to dusk on Saturday; and 11 a.m. to 6 p.m. on Sunday. Booths may only close for inclement weather if the festival as a whole closes.
- Break down begins no sooner than 6 p.m. on Sunday, though it is preferable that vendors break down on Monday. Park Board staff will be on hand to assist vendors with large items.
- Vendors' displays may not protrude more than eight feet from their assigned space, and they may not come within five feet of foot paths.
- Trash cans are provided. Vendor areas must be clean at all times.
- Follow instructions for vendor parking.
- Vendors are required to carry a [City of Springfield business license](#), and they are responsible for collecting and paying sales tax and reporting to the IRS.



Vendor and Artist Booth Application
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Type of Booth

- | | |
|---|---|
| <input type="checkbox"/> Partner Organization (contact for pricing) | <input type="checkbox"/> Retail (\$250) |
| <input type="checkbox"/> Information (contact for pricing) | <input type="checkbox"/> Food (\$400) |

Business name:

Business address:

Business city, state, and zip:

Description of business:

Full name of person responsible for booth:

Phone number 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 if possible):

Description of electrical needs for booth (if any):

I would like to be provided with (circle all that apply): a 10x10 tent, a table, two chairs, space only.

Please initial that you read and understand the stated conditions for participating in this event:

Please initial that you have a City of Springfield business license or will obtain one:

Please initial you understand you are responsible for sales tax collection and IRS reporting:

Please remit application to SSCA, 2400 S. Scenic Ave., Springfield, MO 65807.