



Flatlanders Fall Festival: Car & Bike Show
Vendor/ Merchant/ Event Partner Registration Application

Dear Potential Vendor/Merchant/ Event Partner:

It is my pleasure to invite you to participate as a vendor at this year's 38th Flatlanders Fall Festival: Car & Bike Show event in Goodland, Kansas. This event will take place in the heart of our community downtown on the beautiful bricks of Main Street. This year's event will be held on Friday, September 29th, and Saturday, September 30th, 2023.

As a vendor/ merchant, you would be able to promote and sell any of your products keeping 100% of your profits. Depending on the number of applications received there may be a limited number of vendor spots available. All vendors are responsible for providing their own equipment and products, this includes but is not limited to tables, chairs, service ware, utensils, etc. All vendors are located outdoors and will be sent a map of their location (1) week prior to the event.

As a partner of this event, you are joining us in hosting an activity that guests can participate in. Depending on the number of applications received there may be a limited number of activities we are able to accommodate. These time slots/ spaces will be first come first serve. We are limited on the power supply as well so applications requesting power will be dependent on when their application is received. All event partners are responsible for providing their own equipment and products. This includes but is not limited to tables, chairs, activity supplies, etc. This event is an outdoor event. We will work closely with you to help plan and market your activity for this event.

The following forms are enclosed: (1) Event Vendor/ Event Partner Application Form and (2) City of Goodland-Mobile Food Vendor Application. Please note that the SCCD organization will review all applications for vendor space. We reserve the right to deny vendor space to any group or organization for any reason.

To reserve your space for one of the events please send an email to info@gogoodland.org, titled Flatlanders Vendor/ Merchant/ Event Partner Registration Application. To confirm your spot at this year's event, we ask you to complete the attached agreement form to SCCD along with your payment to SCCD by **Friday, September 1st, 2023.** **Please note, we will not accept any late applications for this event.**

Each applicant is responsible for completing all the registration forms including the City of Goodland Food Vendor application (*if applicable*) and returning it to the proper entity.

Please return all City forms to the city office at 204 W. 11th, Goodland, KS 66735 or if submitted by mail, please send them to P.O. Box 59, Goodland, KS 67735, or for SCCD please submit all forms via email to info@gogoodland.org, before the registration deadline.

We look forward to your participation in this year's festivities! If you have questions regarding information about these events and your participation or to return your agreement form or would like more information about upcoming events we will be hosting, please contact me at info@gogoodland.org.

Sincerely,

Julica Oharah
Executive Director of Community Development
SCCD



Flatlanders Fall Festival: Car & Bike Show
Event Registration Application

Primary Contact Information :

Company/ Business Name : _____

Primary Contact Name: _____

Primary Phone Number : _____ Email: _____

Primary Address: _____

City: _____ State: _____ Zip: _____

Event Contact Information:

Contact Name: _____

Phone Number : _____ Email: _____

1) What Category are you participating in: (Circle One)

Food Vendor Merchant Event Partner (Games/ Activity) Other: _____

2) What is your Tax Status? (Circle One)

Not-for-profit Non-profit For-profit

Other: _____

**Sales Tax: It is the vendor's responsibility to collect the required sales tax on sales and forward/report it to the proper government entity.*

3) KS Sales Tax Number: _____

**For information contact www.ksrevenue.org or 785-291-3614*

4) If you are a mobile food vendor, have you filed for your Mobile Food Vendor Permit with the City of Goodland? (Circle One). YES / NO

If no please explain why:

5) Will you have a food truck or tent/booth? (Circle One)

Food Truck Booth/ Tent Other: _____



6) **Booth Size: (Circle One)** 10x10 10x 20 20x20 Other: _____

**For larger space requests please contact us directly at info@gogoodland.org*

7) **Do you need access to power or electricity? (Circle One)** YES / NO

a. **Power Supply Requested: (Circle One)** 110: _____ or 220: _____

**Please note there are limited power resources, power will be given to the application requesting it on a first-come, first-serve basis.*

8) **Please provide details on the products will you be serving/ selling/ activity you are providing?** _____

Please submit Event Application forms via email: info@gogoodland.org or mail to:

SCCD

Attn: Flatlanders

524 E. U.S. Hwy 24

Goodland, KS 67735

Payment Options: (circle one): Check / Credit Card

**If paying by check please make checks payable to Sherman County Community Development Corporation*

Total Amount: _____ Payment Link/ QR CODE →

Link: <https://checkout.square.site/merchant/ML67VKSYNHZ0N/checkout/ZU7GUQK3OZ465PSTROO2ZNOW>



Total Amount: _____ Check number: _____

**Please note that the SCCD organization will review all applications. We reserve the right to deny vendor space to any group or organization for any reason.*



Flatlanders Fall Festival: Car & Bike Show
Vendor/ Merchant/ Event Partner Contract/ Information

All Applicants: *PLEASE READ ENTIRE DOCUMENT*

- a. All applicants are required to complete the registration form and pay the registration fee of \$10.00 to SCCD no later than the deadline.
- b. All vendors are required to complete all required City of Goodland permits and pay the fees to the City of Goodland, no later than the deadline.
- c. **FEES & PERMITS:** (ALL paperwork must be turned in with the application 2 weeks prior to the event)

*You must be in good standing with SCCD and the City of Goodland to participate in this event. It is your responsibility as the vendor to ensure all paperwork/ applications, licensing, and fees are to be submitted to the proper entity. Please **READ CAREFULLY!** You are responsible for and are required to understand and abide by all the rules and regulations. These instructions are in place to protect all participants & are required by local law enforcement & insurance.*

1. **Registration/ Payment:** Applicant agrees to pay the amount stated above. You can pay online by scanning the QR code above, or you can make checks payable to SCCD, and send them to 524 E. Hwy 24 Goodland, KS 67735. No one can predict weather; rain or shine the show goes on. There are no refunds or credits for vendor space for any reason.
2. **Sales Tax:** It is the vendors' responsibility to collect the required sales tax on sales and forward/report it to the proper government entity.
3. **Hours of Operation:** The Flatlanders Fall Festival is open at 10:00 AM (MST) and will close at 4:00 PM (MST).
4. **Set-up/ Tear-down:** Set-up time begins for the event begins at 7:00 AM (MST). All vendors must unload at their assigned space and then park their personal vehicles outside of the event area. Vendors must be set up by 9:30 AM (MST). **All vehicles must be out of the event area by 8:30 AM (MST), with No Exceptions. You may not drive through the designated event space after 9:00 AM (MST) due to street closures.**
5. **Booth Space:**
 - A. Each applicant will be assigned a space with a number that can be found on the map and on the chalk, a marking placed on the ground. The numbers will match the corresponding map that will be sent (1) one week prior to the event.
 - B. Sizes of space may vary depending on the size of the truck, booth, tent, activity, etc.
 - C. **REMEMBER:** You must bring your own equipment, this includes but is not limited to tables, chairs, service ware, utensils, power cords, generators, etc. None of the spaces will be equipped with water, gas, or sewage.
 - D. Vendors will not be allowed to move on the day of the event. WE DO NOT PROMISE EXCLUSIVITY, we will do our best to use common sense when assigning spaces.
 - E. Vendors will be not allowed to take down their booth before 4 PM (MST). All vendors must be packed up and out of the event area no later than 1 hours after the event closes at 4 PM (MST).



6. **Food Vendors:** If you are a food vendor and you require the use of heat, grills, and/or barbeques, then a wooden board **MUST** be placed under your equipment to protect the area. Remember, if you require electricity, you **MUST** request it in your application and you **MUST** provide your own electrical cords, and any other equipment needed. All food vendors must have Fire Extinguishers.
7. **Inspection:** The Health, Police, and Fire department have the right to inspect your truck/booth/tent/ etc, at this event.
8. Vendors are not permitted to distribute flyers, cards, handbills, or any printed material outside their booth space. No walking around distributing information as this creates massive trash clean-up issues.
9. **Limitations:** Vendors shall not interfere with other vendors by activity beyond the space allocated or by nuisances such as excessive volume on a public-address system, musical instrument, etc. No live animals, alcoholic beverages, or inappropriate materials and/or items will not be allowed to be displayed or sold. Vendors at the event shall not sell or allow to be sold any sharp instruments which include but are not limited to throwing stars, knives, chains, etc., or any firearms of any description, dangerous weapons, or explosives.

SCCD will review all applications. We reserve the right to deny vendor space to any group or organization for any reason.

This agreement is valid only for the period stated in this contract and provides no guarantees for the applicant’s space in future years. This agreement shall be binding upon the parties hereto and their respective executors, administrators, and successors.

The undersigned hereby agree to the terms, conditions, and stipulations of this agreement on behalf of their organization or business. This agreement constitutes the entire understanding of the parties. Any changes or modifications thereto must be in writing and signed by both parties.

Applicants Signature

Date

Sherman County Community Development Signature

Date

Thank you for your support, cooperation, and participation in this year’s event. Should everyone abide by these guidelines, everything will run smoothly. Prepare yourself for an evening full of great music, community, and delicious food.

Respectfully,

Sherman County Community Development Corporation



City of Goodland MOBILE FOOD VENDORS Permits ORDINANCE NO. 1747
(Application & Ordinance information is included at the end of this packet)

All Vendors/ Merchants are responsible for maintaining the proper permits/licensing required by the City of Goodland. City Permit Application is included in this packet- **application and permit/licensing fees must be paid to the City of Goodland, 10 days prior to the event date.*

** All applications for mobile food vending license certificates shall be accompanied by a nonrefundable license fee as follows: Events/ One Week (consecutive days)- \$25.00, One Month (consecutive days) –\$60.00, Six Months (consecutive months) –\$200.00, Annual -- \$400.00 (expires 365 days from issuance)*

Mobile Food Vendor Applications & Fees must be submitted & paid to the City of Goodland.

Please return this form to the city office at 204 W. 11th, Goodland, KS 66735 or if submitting it by mail, please send it to P.O. Box 59, Goodland, KS 67735.

(See City Application & Requirements Below)



City of Goodland

204 W.11thSt.
P.O.Box59
Goodland,KS67735

Phone: 785-890-4500
Fax: 785-890-4532
Website: [https:// goodlandks.gov](https://goodlandks.gov)

Application for Mobile Food Vendor License

Applicant:

Name _____ Date of Birth _____

Address _____

Phone #: _____ Cell Phone# _____

Email Address: _____ (Permit will be
emailed)

Dates and time Requested

From _____ to _____

Business:

Owner _____ Business Name _____

Address _____

Type of Food _____

Location of Setup

Vehicle:

Make: _____ Registration Number _____

Has the applicant ever had a mobile vending license or other similar license or registration revoked or suspended under the Goodland Municipal Code or the ordinances of the City of Goodland or any other city. Such a revocation or suspension may result in the City's refusal to process the requested license.

No ___ Yes ___ (If yes please explain) _____

Has the applicant or any employees been convicted of any felony or misdemeanor of any kind within two (2) years prior to the date of the application?

No ___ Yes ___ (If yes, please explain) _____



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Things to be included with this application

1. Proof of a valid driver's license from any state for operation of the class of vehicle identified above. Also for any agents or employees of the applicant who will be involved in driving the identified vehicle.
2. Proof of a current sales tax license from the State of Kansas or proof of exempt status from state sales tax.
3. Proof of Food Service Permit issued by the State of Kansas.
4. Proof that the applicant has secured commercial general liability insurance for the mobile vending operation to be maintained for the entire length of the license, written by an insurance carrier licensed to do business in Kansas, with minimum limits of \$500,000 combined, single limit for bodily and property damage, each occurrence and \$1,000,000 in the general aggregate. Evidence of compliance with these insurance requirements shall be in the form of a certificate of insurance that shall be submitted with the application. Such insurance certificate shall not be cancellable without prior written notice to the City.

All mobile food vending licenses shall be subject to compliance with the following conditions:

A. **Location.** Mobile Food Vendors may vend on property within the City subject to the following:

1. Mobile food vendors may vend on public, governmental, church and city property (in accordance with the provisions of this Ordinance) as well as property in the following zoning classifications: C-1 and C-2;
2. Mobile food vendors may not be located on property where the Unit or a line of customers would (1) hinder the flow of traffic on any street, (2) hinder the flow of bicycles within any bike lane or route, (3) hinder the flow of pedestrians along any sidewalks, (4) block or reduce to less than five feet in width any accessible route to persons with disabilities, (5) block, hinder, or obstruct the vehicular flow within any parking lot, or (6) block or obstruct access to any driveway or access point to any property;
3. Mobile food vendors shall not locate on any City or public property without first securing approval from the city manager;
4. Mobile food vendors shall not locate within 500 feet of an otherwise Approved City Event unless approval is given by the City Manger;
5. Every Unit shall be stationary while vending; and
6. Whenever any vehicle is used for mobile food vending upon a street, alley, sidewalk or other public right-of-way within the City, the transaction shall occur on the right side of any such vehicle with the right wheels of the vehicle located next to the curb and the Unit shall not locate within one hundred (100) feet of any public street intersection.

B. **Written Permission of Property Owner.** All mobile food vendors operating on private property shall acquire and maintain the written permission of the property owner for the use of and location of the Unit on said property. Written permission of the property owner shall be kept in the Unit and produced upon request by the Chief of Police or designee or other public officer charged by the City Manager with enforcement of this Chapter.

C. **Hours of Operation.** Mobile food vendors are prohibited from offering for sale any food or beverage outside the hours of 8:00 a.m. to 9:00 p.m. Mobile food vendors are prohibited at all times from selling or offering for sale alcoholic beverages, cereal malt beverages, or tobacco products without first being properly licensed pursuant to any applicable federal, state or local laws.



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- D. **Lights.** In accordance with the City Zoning Regulations, no flashing lights or attention attracting devices are permitted on or in association with the use of the Mobile Food Unit. No direct light from a Mobile Food Unit may be shined on adjacent property or cause a glare or distraction for vehicles, bicycles, or pedestrians.
- E. **Signs.** One sign, within fifteen (15) feet of the associated Unit, may be displayed and shall not be greater than 16 square feet in total area. The sign may not interfere with vehicle access, pedestrian movement, or handicap accessible routes to and around the Unit. Streamers, pennants, search lights and any device with flashing, blinking, rotating, or moving actions or messages are prohibited. No signage shall be placed in a public right-of-way.
- F. **Trash and Site Cleanup.** All Mobile Food Vendors shall ensure that a trash receptacle shall be provided with each Mobile Food Unit. Such receptacle must be attached to the Unit or located within fifteen (15) feet of the Unit and cannot interfere with vehicle access, pedestrian movement or handicap-accessible routes to and around the Unit. Immediately upon the cessation of vending, the Mobile Food Vendor shall remove and properly dispose of all trash and litter accumulated at the vending site.
- G. **Licenses and Permits.** All mobile food vendors shall acquire and maintain all required licenses and permits applicable to the use and operation of Mobile Food Units from all applicable jurisdictions. Evidence of such licenses and/or permits shall be kept in the Unit and produced upon request by the Chief of Police or designee or other public officer charged by the City Administrator with enforcement of this Chapter.
- H. **Fees.** All applications for mobile food vending license certificates shall be accompanied by a non-refundable license fee as follows:
1. One Week (consecutive days) - \$25
 2. One Month (consecutive days) – \$60.00
 3. Six Months (consecutive months) – \$200.00
 4. Annual --\$400.00 (expires 365 days from issuance)
- I. **Safety.** All mobile food vending units shall be maintained in good repair, shall be free from peeling or flaking paint, and shall be clean and sanitary so as to not pose a threat to public health, safety or welfare. All units shall be connected safely to electricity and other necessary utilities, so they do not pose a threat to public health, safety or welfare.

Term and transferability. Licenses issued under this Chapter are available for periods of one week, one month, six months or annual. Such certificates may not be transferred.

Parking - It is unlawful for the operator of any mobile food unit to stop, stand or park such vehicle in any street, alley, or sidewalk or other public right-of-way for the purpose of mobile food vending, so as to obstruct the free flow of vehicular traffic; except that an operator may temporarily stop, stand or park such vehicle with its right wheels next to the curb for a period of time not to exceed five minutes at any one location, other than upon or along an arterial or collector street for the purpose of mobile food vending. The mobile food vendor shall obtain a location that provides adequate parking for customers or other persons going to and from the activity or business.

Sound devices - The production of amplified music or chimes from a mobile food unit is allowed between the hours of 10:00 AM and 10:00 PM provided that the sound from the amplified music or chimes is inaudible at any distance greater than three hundred (300) feet from the vehicle



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By signing below you understand and agrees that the license will not be used or represented in any way as an endorsement of the applicant by the City of Goodland, Kansas or by any department, officer, or elected or appointed official of the City.

By signing below you are certifying that all of the information provided in the application is true and correct.

By signing below you are certifying you have read all the operating conditions and understand any violation of these may be punishable by a fine of not more than \$500.00 for each violation.

Applicant Signature _____ Date _____

Any other member, officer, agent or employee of the applicant who will be involved in the applied-for mobile food vending.

_____ Date _____

_____ Date _____