

5th Annual
Pleasant Hill Railroad Days
April 29th 30th May 1st 2022

Friday Set Up 12-3:00pm (except trailers and food they will have earlier check in to be determined at closer date) Show starts at 4 -hours Friday 4-8pm, Saturday 9am-8pm, Sunday 9am-4pm

- 1. This event is Rain or Shine**
- 2. Please ensure you have adequate weights for your tent you will be on asphalt, so no stakes can be used. If you requested electricity please bring at least a 100 foot extension cord.**
- 3. The pocket guide will be offered again this year that will have advertising, layout and schedule of the events. It will also be placed around surrounding areas and businesses for people to pick up prior to the event and during the event. There will be copies in your vendor registration packet to have on hand. If you would like to advertise in this please mark that on your application and enclose the extra \$25.**
- 4. The areas we will be utilizing for Railroad Days is 1st Street, Boardman Street, Paul Street and Wyoming to the stop sign. We will be leaving Cedar and Veteran's Pkwy open for parking this year. We ask that you park on other streets or lots besides those to help allow your customers easier access to the event.**
- 5. There is no tear down prior to Sunday at 4pm.** If you choose to do this you may not be allowed to return. **There are no cars allowed in the event area during operating hours for liability issues. If you choose to tear down early you need to walk your stuff out of the event areas.**
- 6. There will be security on Friday and Saturday overnight from 8pm to 8 am.**
- 7. You will receive an email letting you know your application and money have been received. Within the email will be the event page for Pleasant Hill Railroad Days 2022 that you can share with your friends and customers.**
- 8. The Friday of the event check in will be at the Historical Society and Musesum to receive your vendor packet and booth placement. Please note the times for check in begin at 12pm on Friday and check in ends at 3pm only exception is Food Trucks or anyone working out of trailer they will be given a earlier check in time**
- 9. There will not be duplicate direct sales vendors, applications will be accepted in the order they are received.**
- 10. Previous direct sale vendors from last year will have until March 1st 2022 to return applications with payment before we will take the next person in line and fill spots for direct sales.**
- 11. There will be no refunds after March 14th 2022 no exceptions.**
- 12. Deadline for all applications is March 14th 2022 to ensure you are placed in any advertising that includes vendor names. Any applications after this date we do not ensure that you will be in advertising.**
- 13. If you or anyone in your party will be in need of any special attention due to disability or health concerns, please indicate those on your application so the committee can try to accommodate. Also if you need a certain type of location, next to someone, different location that previous year (s), on a corner etc please place that on your form as well so I can try and accommodate.**
- 14. \$30 charge for all returned checks, Sorry We Do Not Take Credit Card or Pay Over Phone At This Time**

Thanks

The Railroad Days Committee

For problems or questions please email or call

Rebecca Liley Vendor Coordinator 816-830-5211 or phillrailroaddays@yahoo.com or

Rebecca.liley@yahoo.com

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Craft Application

(Anything that is handmade)

Business Name _____

Address _____ City _____

State _____ Zip _____ Booth Manager _____

Phone _____ Email _____

Facebook Page _____

Detailed Description of what you will be providing at your booth

Dates: April 29th Friday 4-8pm (Set up from 12-3:30pm) April 30th Saturday 9am-8pm and May 1st Sunday 9am-4pm (tear down anytime after 4 on Sunday)

10x10 Booth Space _____ \$65.00 10x20 Booth Space _____ \$130.00

Electricity is available in a **limited** number of booths on first come first serve basis \$30.00 _____

(you will receive 7 ½ amps to use)

Will you be using a trailer Yes or No If yes please state length including hitch _____

Please list any handicap or other accommodations you need

Overnight RV Parking at Fairgrounds—RV must be self-contained \$30.00 _____

We are offering again this year a pocket guide that has business card size ads, schedule and map that you may advertise in. Vendors are listed by name only already. If you would like a business card ad please submit your business card with your application the cost for this is \$25 and optional _____ (please mark if you have enclosed this amount in your check)

Pleasant Hill Railroad Days, its committee, The Pleasant Hill Historical Society and its members, Downtown Business Owners, The City of Pleasant Hill, Mo, Volunteers, and any other representatives are not liable for any personal injury, damage, or loss of exhibitor's wares, personal equipment or property. Furthermore agree to indemnify and hold harmless the above mentioned from all claims. As a result of the foregoing event Pleasant Hill Railroad Days 2022 I agree to follow all the rules and regulations. There will be no refunds after March 14th 2022 no exceptions.

Please make all checks out to Pleasant Hill Historical Society. DEADLINE for all applications is March 14th to ensure that you are placed in any advertising listing vendors.

Signature _____ Date _____

Print Name _____ Date _____

Please mail payment to: Pleasant Hill Historical Society

Attention RR Days

PO Box 31

Pleasant Hill, Mo 64080