



**15th Annual
JANEY'S RIDE**

Over The Next Hill for Immacolata Manor
June 24, 2012 – 8:00am
www.janeysride.com

Office Use Only

Date Rcvd: _____
Amount: _____
Booth: _____
Deposit: _____

Janey's Ride Vendors

Janey's Ride Vendor
No Electricity Available

\$50 _____

Total _____

➤ Are you providing a covering/tent for your booth? (circle one) **YES** **NO**

➤ If Yes, what size is the covering/tent: _____

➤ Does your booth space need to be larger than 10' x 10'? (circle one) **YES** **NO**

➤ If Yes, please explain:

➤ Will you participate in the: Morning Session 8:00-11:00am **and/or** Afternoon Session 2:45-4:00pm

CONTRACT AGREEMENT

I agree to adhere to the specifications set forth in this agreement. This agreement is made and entered into by and between Immacolata Manor (the Manor) and

Vendor Business Name

Web Address

Contact Name/Authorized agent/booth holder

E-mail

Street/PO Box

City

State

Zip

Work Phone

Home Phone

Cell Phone

PLEASE READ RULES, REGULATIONS & DEFINITIONS AND SIGN BEFORE RETURNING APPLICATION.

Rules, Regulations & Definitions

- Event details can be found online: www.janeysride.com
- Vendors will set up on the front lawn of Immacolata Manor. In the case of inclement weather, or wet/soggy ground, vehicles will not be permitted on the lawn.
- Merchandise must be motorcycle-related and appropriate for a family/child-friendly event and approved by Janey's Ride in advance.
- Completed forms and fees are due by June 15, 2012.
- Approved vendors will be e-mailed instructions and check-in information prior to the event.
- The event is held rain or shine. Your payment is an important donation to Immacolata Manor and cannot be refunded. Your support is greatly appreciated.
- Vendor access Sunday morning will be limited to between 7 a.m. and 8 a.m.
- All vendors and their representatives are expected to dress appropriately for a family-friendly event.
- Morning Session: Tear down can begin at 11 a.m. All materials must be removed by Noon on Sunday, June 24; or you may stay for the afternoon session.
- Afternoon Session: Tear down can begin at 4:15 p.m. All materials must be removed by 5:30 p.m. on Sunday, June 24.

COMMERCIAL/CRAFT BOOTH: A commercial/craft booth (sales or display) is one set up to advertise and/or sell a product, device or service which may or may not be handmade by the booth holder.

- No electricity is available.
- You must provide, in detail, the items you are representing including parent name, etc.
- Booths will be set up on the Manor front lawn on a first come first served basis.

FOOD VENDORS

- Food Vendors will not be permitted at Janey's Ride. However, if you believe you have a valuable product for the motorcycle community that is not in direct competition with the Janey's Ride benefit breakfast, you may submit an application for consideration by the Janey's Ride Committee.
- Approved Food Vendors will be subject to a \$100 Clean-up Deposit. Deposit is refundable at checkout when clean up is completed and approved by a ride committee person.
- No electricity is available.
- **Food Permits are required** from the Clay County Health Department, 800 Haines Drive, Liberty, MO 64068, (Phone: 816-595-4350). Your food permit must be displayed. Permits must be obtained by August 31, 2012.

ALL VENDORS

The size of vendor booths should be held to **10' x 10'** (no table provided). Booths requiring more space must notify the Manor in advance. Vendor is responsible for setting up & tearing down of table, display and booth space. **(All booths must be manned at all times.)** No electricity is available.

There is **NO SMOKING** in any vendor booth. **Open flames** or **smoking materials** are not permitted. This policy is in accordance with the City Ordinance 1109.4.1. Violation of this policy will result in being **expelled from Janey's Ride immediately** and not being permitted booth space in the future. **Each vendor** is responsible for **trash** from his booth. Please bring trash bags with you. A map with disposal locations will be provided.

Vendors will be permitted to begin booth assembly at 7:00 a.m. on Sunday morning. Vendors are responsible for their own security. All booths must be open by 8:00 a.m. **Tear down shall not begin before 11:00 a.m. Leaving the ride early will forfeit all future right of entry.** There will be **no driving/moving of any booth holder's vehicles** on Manor grounds after 8:00 a.m. or before 11:00 a.m. on Sunday, June 24th. There will be **no booth holder vehicles parked on the Manor front lawn at any time during the Ride unless previously approved by the Manor.**

The **Janey's Ride Committee** is authorized and empowered by Immacolata Manor to organize and manage Janey's Ride and to promulgate and enforce rules and regulations for the conduct of the ride. Decisions made by the committee are non-negotiable. **The committee reserves the rights to make changes to booth locations - no booth space is guaranteed.** The Manor is not responsible for space for extra product, supplies, etc. **The Committee reserves the right to revoke a booth permit at any time, not refund the fees and forfeit all future right of entry.** Neither the committee nor the Manor is responsible for loss due to damage or theft.

Cancellations should be made **in writing** no later than June 1, 2012. **No refunds** will be made. Your payment is an important donation to Immacolata Manor and cannot be refunded. Your support is greatly appreciated

APPLICATION PROCESS: All applications must be received by the Manor no later than June 15, 2012. A check for all fees must accompany applications. A \$30.00 service fee will be charged for non-negotiable checks. Notification of application receipt will be sent no later than one week after application is received in the Manor office.

Make checks payable to Immacolata Manor and mail to:
Attn: Janey's Ride, 2135 Manor Way, Liberty, MO 64068
Phone: (816) 781-4332 ♦ Fax: (816) 781-8820 ♦ E-mail: info@imanor.org

I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE ABOVE RULES, REGULATIONS & DEFINITIONS.

SIGNED: _____ DATE: _____

Please submit this agreement with your completed application.