



LEE'S SUMMIT CARES  
ATTN: HOLLY FESTIVAL  
901 N.E. INDEPENDENCE AVENUE  
LEE'S SUMMIT, MO 64086  
[www.lscares.org](http://www.lscares.org)



*A community working together to support the Lee's Summit D.A.R.E. program*

## HOLLY FESTIVAL GUIDELINES

1. Exhibitors may sell only quality, handcrafted items. **NO manufactured items, imported items, carnival items, or food items are to be sold.**
2. Exhibitors need to have a valid Missouri Sales Tax license or an exemption certificate displayed. No sales tax tables will be provided.  
<http://dor.mo.gov/faq/business/special.php>
3. By order of the Fire Marshall there may not be any lighted materials (open flames) in booths.
4. Each exhibitor is to donate an item valued at \$20 or more. These items will be given away as door prizes throughout the Holly Festival.
5. Electrical spaces are very limited. They are on a first come basis. Ask for it on your application if you would prefer to have it.
6. There will be no refunds after July 15, 2018. Booth spaces are non-transferable.
7. Exhibitors may set up at Bernard Campbell Middle School on Friday, November 9<sup>th</sup> from 5:00 p.m. to 8:00 p.m. or Saturday, November 10<sup>th</sup> starting 7:00 a.m. Doors will open at 10:00 a.m. on Sunday, November 11<sup>th</sup>.
8. The Holly Festival craft fair hours are 10:00 a.m. – 4:00 p.m., Saturday, November 10<sup>th</sup> and 11:00 a.m. – 3:00 p.m., Sunday, November 11<sup>th</sup>.
9. Except for emergencies, exhibitors are asked to stay open till the close both days. Please do not begin to take items down until Sunday after 3:00 p.m.
10. The safety of the public must be considered at all times when displaying your merchandise.

11. Exhibitors must leave space to exit their booth and not block the exit of the booth beside them.
12. Tables are to be covered to the floor. Boxes need to be hidden from view.
13. Exhibitors may not attach anything to the walls. Only free standing displays may be used. The gym floor will be covered. We ask that exhibitors use caution when setting up and removing your displays.
14. Collection of sales tax is the responsibility of each exhibitor.
15. Bernard C. Campbell Middle School is a smoke free environment. Please refrain from smoking or chewing tobacco on the school premises.
16. No one will be allowed to park behind Bernard Campbell Middle School for any reason. Officers will issue tickets for violators.
17. A shuttle service will be provided by the D.A.R.E. officers from the gym entrance to the exhibitor parking lot (Underwood Elementary parking lot) and back prior to opening and after closing. It is important to leave the parking lot near the gym entrance available for the shoppers at all times.
18. A concession stand and bake shop will be open both days.
19. The Lee's Summit CARES and the School District cannot be held responsible for accidents or items lost or stolen.
20. Please keep in mind the Holly Festival is a fundraising event for the D.A.R.E. program. All the work put forth to organize the Holly Festival is provided by volunteers looking to improve the quality of life for their children.