



Friday, Sept. 23 | 11am-9pm
Saturday, Sept. 24 | 9am-9pm
Sunday, Sept. 25 | Noon-4pm (Carnival area only)

Thank you for joining us for our 45th Annual Liberty Fall Festival.

Below you will find information regarding checking in BEFORE setting up your booth on the festival grounds.

2022 LIBERTY FALL FESTIVAL INFORMATION

VIRTUAL CHECK-IN PROCESS:

1. [Click here](#) to verify your booth number and [here for the map](#)
2. [Click here](#) to print your Vendor loading/unloading pass & put your booth number on it. The pass is required for entry at your checkpoint & must be always visible in your vehicle.
3. [Click here](#) to find your assigned checkpoint. This will be the fastest way to access your booth space, checkpoint assignments are also listed below.
4. [Missouri Sales Tax Chart](#). The current rate for Clay County, MO is 9.725%.

Remember, you must show your Vendor pass to drive onto the festival grounds. Volunteers will be on hand to help direct you to your booth location.

Checkpoint 1 (Kansas @ Gallatin)- Vendor Booths: 1-28, 57-83, 300-359
Checkpoint 2 (Franklin @ Main)- Vendor Booths: 84-110, 29-56 & 200-240
Checkpoint 3 (Leonard @ Mill)- Vendor Booths: 600-623 & 326-331

VENDOR ELECTRICITY: If you paid for electricity, you will be provided a tag with your booth number on it at your booth on Friday morning. The tag must be attached to the cord you are using to access the electricity. All electrical cords not tagged will be unplugged.

FOOD VENDORS: You are required to pay a \$100 deposit before Sept. 23rd. The deposit is refundable after the event has been completed ONLY if the booth holder completes clean-up. Grease must be in closed containers for disposal in the dumpsters provided. We require cardboard or another absorbent material to be placed under fryers so that grease and oil don't affect the pavement below. All Food vendors will need to show their food permit from Clay County Health Department (816-595-4350) when checking in. All Food Vendors use the dumpsters provided; the trash barrels are used by the public attending the festival. Bagged ice will be available for purchase from any Fall Festival Volunteer. The ice price is \$6 for each 20 lb. bag.

FOOD VENDOR BOOTHS 401-410 ONLY: Vendors in the Food/Carnival Area ONLY will be pulling into the parking lot on Missouri Street across from the Police station only between the carnival rides on Thursday, Sept. 22, from 3-7 pm and should be completed by 10pm. Break down is on Sunday after 4 pm only. Vehicles used to load are allowed only after the foot traffic has been cleared. All streets are ONE WAY; please drive in the correct direction for everyone's safety.

STREET VENDOR BOOTHS 1-628: The streets and additional parking lot at Missouri and Franklin will not be open for set up for vendors until 7am Friday. If you have a trailer, we suggest that you arrive early to access your space. All vendors will break down and leave on Saturday night. Break down is after 9 pm only, and vehicles used for loading are allowed only after the foot traffic has been cleared. All streets are ONE WAY; please drive in the correct direction for everyone's safety.

Please note that Main St., Kansas St., Water St., Franklin St., Leonard St., and Missouri St., are all booth areas and will be closed during the festival. All vehicles must be off the festival grounds by 10:00am. Your vendor pass **MUST** be displayed on your dash to gain access to this area. Security is provided on Friday & Saturday evenings.

Cars that are parked in a no-parking zone will be towed at the owner's expense. This includes the streets along the parade route (Kansas St., to Leonard St. to Franklin St.), which have **NO PARKING** signs on Saturday morning. Leave your vendor tags on your dash during the entire event. This can prevent your vehicle from being towed if parked in the wrong place.

Chamber staff & volunteers will be available during the festival to answer questions. If you have any questions regarding this initial information, please call the Chamber office at 816-781-5200.

We wish you every success at the Liberty Fall Festival!

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