



Friday, Sept. 22 | 11am-9pm

Saturday, Sept. 23 | 9am-9pm

Sunday, Sept. 24 | Noon-4pm (Carnival Area Only)

[2023 LIBERTY FALL FESTIVAL INFORMATION PACKET](#)

Thank you for joining us for our 46th Annual Liberty Fall Festival. Below you will find information regarding checking in BEFORE attempting to set up your booths on the festival grounds.

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 direct you to your booth location.**

Checkpoint 1 (Kansas @ Gallatin)- Vendor Booths: 1-28, 57-82, 300-359

Checkpoint 2 (Franklin @ Water)- Vendor Booths: 29-56, 84-110 & 200-236

Checkpoint 3 (Leonard @ Mill)- Vendor Booths: 326-331 & 600-623

VENDOR ELECTRICITY: If you paid for electricity, you will be provided a zip tie with your booth number on it at your booth on Friday morning. This 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 prior to September 22nd. The deposit is refundable after the event has been completed ONLY if clean-up is completed by the booth holder. 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 doesn'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. Please use the dumpsters provided, the trash barrels are for use by the public attending the festival. Bagged Ice will be available for purchase from any Fall Festival Volunteer. The price for Ice 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, September 21st from 3-6 pm. If you suspect you will be later than 6 pm that evening, please let us know by calling 816-781-5200. Breakdown is on Sunday at 4 pm, and 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 1-299 (Friday & Saturday only): The streets and additional parking lot at Missouri and Franklin will not be open for set up for vendors until 7am Friday morning. If you are a food vendor with a trailer, I would suggest you set up as early as possible starting at 7am so that there are not any problems getting to your space. All booths will break down and leave on Saturday night. Breakdown is at 9pm, 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.

STREET VENDOR BOOTHS 300-623 (3 day): The streets and additional parking lot at Missouri and Franklin will not be open for set up for vendors until 7am Friday morning. If you are a food vendor with a trailer, I would suggest you set up as early as possible starting at 7am so that there are not any problems getting to your space. All booths will break down and leave on Sunday afternoon. Breakdown is at 4pm, 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, Kansas, Water, Franklin, Leonard, and Missouri streets are all vendor areas and will be closed during the festival. We will have volunteers on hand to allow vendors to use these streets to unload supplies, all vehicles must be off the festival grounds by 10:00am. You must have your vendor pass displayed on your dash to gain access to this area. We will provide security on Friday & Saturday evenings only.

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.); these streets are clearly marked as such on Saturday morning. ***Leave your vendor pass on your dash during the entire event. If your vehicle needs to be moved it will make it easier for us to locate the owners and avoid towing vehicles.***

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

We wish you every success at the Liberty Fall Festival!

Colleen Pelletier | Community Relations Specialist

Liberty Area Chamber of Commerce

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