

## INDEPENDENCE HOME DAYS

AUGUST 23 & 24

### PLEASE READ AND FOLLOW THESE INSTRUCTIONS:

Organization representatives must attend ALL Home Day meetings in order to be aware of plans, changes in procedure, obtain application forms and raffle tickets, etc.

### BOOTH APPLICATION FORMS

#### DEADLINE FOR RETURNING FORMS: MAY 23,2002

A limited number of booths are available. Booths will be assigned first, to those organizations that had a particular booth in previous years, second, on a first come, first served basis. Organizations participating for the first time will select their booths on Tuesday, August 20th. Please fill out the booth application form completely, state EXACTLY what you wish to have in the booth do not write "same as last year". List all items you wish to sell to prevent duplication of items sold.

**ADDITIONAL BOOTHS:** Each organization is entitled to one booth. If a second booth is requested, that request will be honored ONLY after all organizations requesting booths are filled.

**FOOD BOOTHS:** The County Board of Health requires each organization selling food or beverage to have a permit. We supply partially completed application forms, you complete and sign the form. We will send the forms to the county and they will inspect the booths. The charge for the food permit will be paid by the Home Day Association this year. The Health Department will inspect booths on Friday evening and permits will be issued at that time.

The Board of Health also requires food booths to provide a facility for washing dishes and utensils and a separate facility for washing hands. Hot food should be kept hot and cold food should be kept cold. Food should be pre-wrapped or covers provided for food in containers or open food displays. See separate instruction sheet for food vendors.

**ELECTRICITY:** An electric light is provided in each booth. Electric current is also limited especially on the east side of the square. There are NO 220 lines available on the east side. If electrical outlets are needed for appliances, answer all questions concerning electrical requirements on the application form. We need to know the amps, and type for each appliance used.

**RAFFLE TICKETS:** TURN IN STUBS, MONEY & UNSOLD TICKETS TUESDAY, AUGUST 20 ON THE SQUARE. Each booth operator will be given 15 books of raffle tickets to sell, of which at least 10 books must be sold. There are six tickets in each book. Proceeds from raffle tickets will be divided equally between the Home Day Association and the organization. \* New **this year, money from tickets must be turned in prior to receiving additional tickets. Money may be turned in prior to Aug. 20 on an ongoing basis Mon. - Fri. from 8 - 4:00 pm at City Hall.**

**BOOTH PROCEEDS:** TURNED IN DAILY - Money collected from booth sales, less your expenses, MUST BE TURNED OVER TO THE CASHIER AT THE END OR EACH DAY. (Cashier is located in the office of the Presbyterian Church on the west side of the square.) Proceeds will be divided as follows:

ADULT ORGANIZATIONS 70% - HOME DAY ASSOCIATION 30%

YOUTH ORGANIZATIONS 90% - HOME DAY ASSOCIATION 10%

Booth #

# HOME DAYS BOOTH APPLICATION - 2002

DEADLINE FOR RETURNING APPLICATIONS: THURSDAY, MAY 23, 2002

Name of Organization:

Type of Concession:

Brief Description of Concession: \*\*\*PLEASE LIST ALL ITEMS TO BE SOLD IN YOUR BOOTH. ALL ITEMS ARE SUBJECT TO APPROVAL BY THE INDEPENDENCE HOME DAYS ASSOCIATION. (Be specific when listing food or drinks for the purpose of avoiding duplication.)

Chairman

*Name:*

*Address:*

*Phone #*

SEE NEXT PAGE FOR SPECIAL BOOTH NEEDS

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ELECTRICAL REQUIREMENT SHEET  
HOME DAYS 2002

BOOTH#

ORGANIZATION:

CONTACT NAME:(1)  
(2)

phone #  
phone#

MOST BOOTHS HAVE ONE 110 ELECTRICAL OUTLET USED SOLELY FOR BOOTH DECORATING. IF ADDITIONAL OUTLETS ARE NEEDED, PLEASE FILL OUT BELOW. EACH BOOTH IS PROVIDED WITH TWO (2) LIGHTS. DO NOT INDICATE "SAME AS LAST YEAR" ON THIS SHEET.

TYPE: I 10 VOLTAGE	WATT/AMP	QUANTITY	SPECIFY: (ex: cooker, refrigerator, tv, etc)
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This is a  
110 outlet

TYPE: 220 VOLTAGE	WATT/AMP	QUANTITY	SPECIFY (ex: fryers, griddle oven, etc)
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SPECIAL REQUIREMENTS:

Shelves (two shelves provided per booth

Sides:

Other:

INDEPENDENCE HOME DAYS ASSOCIATION  
BOOTH RECEIPTS AGREEMENT

- 1) For your convenience, the cashier will be located at the Presbyterian Church for collection of Booth Receipts and making change.
- 2) Receipts may be dropped off and change made any time during the regular hours of Home Days.
- 3) **Booth profits must be turned in at the end of each evening to the cashier. Turn in only your proceeds after expenses.** Please inform your organization's Booth closing person of the above.
- 4) Each organization is responsible for payment of it's own expenses.
- 5) Any and all agreements with sponsored outside vendors are subordinate to this agreement between the Independence Home Days Association and the sponsoring organization.
- 6) Checks for proceed disbursements will be issued within fourteen (14) days. Please note the following percentages to be returned:

YOUTH ORGANIZATIONS - 90 %

ADULT ORGANIZATIONS - 70 %

**\*\*\*\*Youth group designation requires all profits to be used exclusively for youth and youth activities.**

PLEASE INDICATE BELOW WHERE THE DISTRIBUTION CHECK SHOULD BE MAILED.

ORGANIZATION:

NAME:

ADDRESS:

PHONE:

TYPE OF GROUP:

ADULT

YOUTH

**\*\*\*\*Final determination of group status will rest with the President of the Home Days Association.**

Thank You For Your Cooperation!

I understand and agree to the above terms and conditions. Organizations sponsoring an outside vendor must obtain vendor's signature.

Applicant Signature

Date

Outside Vendor Signature

Date

**PLEASE RETURN THIS FORM WITH YOUR BOOTH APPLICATION**

2002 HOME DAYS COMMITTEE CHAIRPERSONS  
AND IMPORTANT DATES TO REMEMBER

**SENSATIONAL SIXTIES THEME**

*"JOIN US FOR A GROOVY TIME"*

Entertainment	Craig, Smith	524-3033
Booth Applications	Diana Johnson/Dar Velotta	524-4131
Parade	Tanya Cady	524-4131
Publicity	Charlene Armenti	524-4131
	Diana Johnson	524-4131
	Craig Smith	524-3033
Grand Prize Drawing & Hourly Drawing	Marilyn Senick	524-7373
Jr. Miss Independence		
Little Miss Independence	Nancy Dugan/Jane Smith	524-4131

**2002 HOME DAYS IMPORTANT DATES**  
**August 23 & 24**

March 21, 2002, Thursday, 6:00 PM	First Homeday Meeting	Council Chambers City Hall
April 26, 2002, Friday	Donations due to Marilyn Senick	Comm. Services
May 23, 2002, Thursday	Booth Applications Due to	City Hall
May 23, 2002, Thursday- 4:30-6:30 PM	Regular Homeday Mtg. (Distribute Raffle Tickets)	City Hall
July 26, 2002, Friday	Parade Applications Due	City Hall
August 5, 2002, Monday	Miss Independence Apps. Due Little Miss Applications Due	City Hall
August 20, 2002, Tuesday (Arrange for Police to be present)	Final Raffle Tickets returned (on the Square 6 - 8 PM) Booth Selection (on the Square 6 - 8 Pm)	"Note-Raffle ticket \$ <b>may be turned in anytime</b> <b>to City Hall, Mon. - Fri.</b> 8 am - 4 pm.
<i>August 23 &amp; 24</i>	<i>HOME DAYS!!!</i>	