

Open Market Square Vendor Application

Hosted by: Branson International Film Festival

Location: Evangel University, 1111 N. Glenstone Aven, Springfield, Missouri 65802

Event Date: August 7-9,2025

Set-Up Time: August 7th, 7am- 8am

Market Hours: Thursday and Friday 10am – 7pm / Saturday 10am -1pm

Tear-Down Time: August 9th, 1pm – 2pm

Vendor Information

Business/Booth Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Website or Social Media (if applicable): _____

Type of Vendor (Check all that apply):

☐ Production Company

☐ Actor/Actress

☐ Author

☐ Artisan

☐ Industry Services

☐ Other: _____

Description of Items/Services Offered:

Booth Fees & Details

- Standard 10x10 Booth (6 ft table provided): \$ 300
- Electricity Needed: ☐ Yes ☐ No (additional \$100 if applicable)
- Additional Table/Space: ☐ Yes (\$100 per 10x10 space or table) ☐ No

All fees are due at the time of registration. Payments are non-refundable but transferable unless the event is canceled.

Rules & Regulations (Missouri State + Event-Specific)

1. Sales Tax Compliance: Vendors are responsible for collecting and reporting Missouri sales tax. A valid Missouri Tax ID is recommended. Temporary vendors may use Form 2643S if they do not have a Missouri Tax ID. Visit dor.mo.gov for more info.
2. Permitted Items Only: All goods/services must be approved in advance. No items containing profanity, nudity, or offensive content will be allowed.
3. Firearms and ammo are strictly prohibited unless prop company specific and passed inspection by security.
4. Booth Setup & Breakdown: Vendors must check in during the designated setup time and be fully set up 15 minutes before market opens. Booths must remain intact until the market ends.
5. Liability: Vendors are responsible for their own products, equipment, and displays. The host organization and venue assume no liability for loss, theft, or damage.
6. Food & Beverage Vendors: If applicable, you must provide proof of a temporary food vendor permit and follow Missouri Health Department regulations.
7. Electricity & Wi-Fi: Limited access available—must be requested in advance. Vendors must bring their own extension cords or chargers.
8. Clean-Up: Vendors are expected to keep their space clean during the event and remove all trash at closing.
9. Behavior & Conduct: This is a family-friendly and professional event. All vendors must treat attendees, fellow vendors, and staff with respect.

Agreement

By signing below, I agree to abide by the rules and regulations of the Open Market Square and assume full responsibility for my booth and products.

Signature: _____

Date: _____

Submit this application with payment to: www.Bransoniff.com – vendor page link
Questions? Contact us at info@bransoniff.com