



VENDOR PERMIT APPLICATION

The Kansas City St. Patrick's Day Parade

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The Kansas City St. Patrick's Day Parade Committee, Inc. is a Missouri not-for-profit, non-partisan and non-political organization.

Thank you for your interest in becoming a vendor along the parade route. Vendors must have **1/ a vendor permit from the Kansas City St. Patrick's Day Parade Committee 2/ the applicable permits from the City of Kansas City, Missouri, and 3/ proof of insurance with the Kansas City St. Patrick's Day Parade Committee listed as certificate holder; a sample form is attached at the end of this application. All permits must be on-site on parade day. Full guidelines follow on page 3 of this document. **Please read, complete, sign and submit the entire application.****

Date of Parade: Tuesday, March 17, 2026. The parade will go on no matter the weather. No refunds will be issued.

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CONTACT INFORMATION

Company Name:

Primary Contact: Secondary Contact:

Street Address:

City: State: Zip:

Phone #1 Phone #2 Email Address:

REQUIRED - Tax Payer ID #:

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PRODUCT INFORMATION & LOCATIONS

Type of Product (please mark all that apply)	Food	Merchandise	Information
	<input type="checkbox"/> Truck/Trailer	<input type="checkbox"/> Tent/Table (10 × 10)	<input type="checkbox"/> Tent/Table (10 × 10)
	<input type="checkbox"/> Tent (10 × 10)	<input type="checkbox"/> Cart	<input type="checkbox"/> Cart
	<input type="checkbox"/> Mobile Cart	<input type="checkbox"/> Other	Other
	<input type="checkbox"/> Other		

of Selling Locations: # of Trucks/Booths/Tents: # of Representatives/Carts:

Rank Desired Locations (1=Most Preferred, 3=Least Preferred) Please refer to map at kcorishparade.com

GREEN ZONE: WHITE ZONE: ORANGE ZONE:

Generator: Yes No Decibel Rating:

Description of Product (products not listed will be prohibited):

Describe vendor setup, and include a photo with your application:

Dimensions of Complete Setup: feet × feet



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PRICING

Early Entry: Payment RECEIVED by March 10th It is the vendor's responsibility to ensure that payment has been received.

	GREEN ZONE	WHITE ZONE	ORANGE ZONE
Food Truck / Trailer	<input type="checkbox"/> \$375	<input type="checkbox"/> \$250	<input type="checkbox"/> \$300
Tent (120sf)	<input type="checkbox"/> \$250	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200
Additional Tent / 120sf.	<input type="checkbox"/> \$225	<input type="checkbox"/> \$150	<input type="checkbox"/> \$175
Mobile Cart (includes 1 attendee)	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275
Additional food/merch Cart /Walker	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125
Additional vehicle with truck or tent	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125	<input type="checkbox"/> \$125

****For Large Groups and/or Port-a-Potty Rentals, please contact us for pricing: kcirishvendors@gmail.com**

All applications paid AFTER March 11th will be subject to an additional \$50 Late Entry Fee.

VENDORS WHO ARE UNPAID AFTER MARCH 14th WILL NOT BE GIVEN PERMITS FOR THE PARADE ROUTE

Dual Parade Entrant & Vendor Discount:

Please indicate if you will have an entry in the Parade. Include the name of the entry/organization, and we will discount your Vendor Fee by \$50.

Name of Entry/Organization: _____

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PAYMENT & RETURN OF APPLICATION

Payment must accompany this application

Please indicate how you wish to pay:

Checks:
Make payable to **KCSPDPC**

QUESTIONS:
Julie Wright 907-382-0902
kcirishvendors@gmail.com

MAIL TO:
KCSPDPC
6923 N. Bedford Ave
Kansas City, MO 64151

Scan and email application to kcirishvendors@gmail.com

I understand and will abide by the guidelines set in this application for my participation in the parade. I understand that failure to comply can result in my removal from the parade route and possible exclusion from future events.

Credit/Debit Cards via Paypal:
Visa, MC, Discover, Amex

We will send an invoice to the email and contact indicated below:

Total Amount to be Billed

Name

Billing Email Address

Once payment is processed, vendor will receive an email confirmation and email correspondence going forward.

Applicant's Signature

Date

Initials: -----



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The Kansas City St. Patrick's Day Parade Committee, Inc. is a Missouri not-for-profit, non-partisan and non-political organization.

Please refer to the Kansas City Municipal Code: Chapter 50, Sections 451 – 458, and specifically, for this event, Sec. 50-455

(c) Nothing in this article shall be construed to prohibit street vending within an area closed by special permit issued by the city, including, but not limited to, permits for street fairs, parades and block parties, **but vendors must comply with permittees' vending requirements.**

GUIDELINES: Please read and initial the bottom of this page

Parade route: The parade route covers Broadway from 31st to 47th and all public streets two blocks east and west of Broadway. Authorization to vend in that area during the event can only be granted by the Parade Committee. A designated vendor marshal will make regular checks before and during the parade. Any vendor in violation of the guidelines will be, if necessary, removed by police. Vendors along the parade route **MUST** have a permit and it must be displayed! A copy of your certificate of liability insurance must be presented upon request.

Check-in: Northeast corner of Westport Road and Broadway. You must be checked in by 8 a.m. to secure your spot on the parade route.

Food vendors: check-in from 6:30 to 8 a.m. on the day of parade

Merchandise/Other Vendors: check-in from 7:00-8:00 a.m. You must be set up by 10 a.m.

Your location on the parade route: We assign spots on the parade route in the week before the parade. The vendor marshal will alert you by email of your assigned spot. We make assignments based on previous participation, type of space, past adherence to parade guidelines and total number of vendors. Our goal is to optimize the experience for parade goers and vendors. We will do our best to accommodate you but we can make no guarantees about placement.

No exclusivity: The parade can offer no right of exclusivity for any type of vendor at any time. It's possible you will be near or next to someone selling similar products.

Trash: Take all of your trash with you. You'll be charged a \$50 fee for trash or display items left after the parade.

Safety first: Consider the surroundings and the impact of display in a crowded area when setting up your vending location. Adhere to all municipal codes: Do not display near fire hydrants. Be sure your vending area does not obstruct the flow of pedestrian traffic or emergency vehicles. No displays, carts, tents or vehicles in the traffic flow of the parade or in the staging area along Linwood from Pennsylvania to Main Street. If you have a tent, you must have weights to hold it down. March is windy!

Buffer zone: Please stay within your designated space and direct your service line **AWAY** from the parade route - not into the street. This will allow pedestrian traffic to move through and behind the parade-viewing crowd without barrier.

Space allowance: Food Trucks & Trailers: 30 feet, allowing a 25-foot set up area which will allow 2.5 feet on each side to allow pedestrian flow. This allocation will yield at least 5 feet between units when side by side. Tents & Stands: 120 square feet. If your set up requires more space than is outlined above, contact the vendor marshal to purchase extra space.

Mobile carts & walkers: A mobile unit is a freely moving person or person-attended cart selling merchandise, pre-packaged, ready to consume/processed food, distributing information, or fund-raising (taking donations). A mobile food vendor must comply with the city's food permit requirements. The mobile unit can be no longer than 5 feet at its base and no wider than 3 feet. Each mobile unit/person is only allowed 1 attendee unless an additional permit is purchased. Permits are to be worn by each person managing the unit.

No inappropriate displays or signs: It's a family event!

Initials: _____

For food vendors

- Food vendors must place at least one clean and undamaged plastic trash container outside of their operating location for use by patrons. Trash containers must be no less than 20 gallons in size and no more than 50 gallons in size. Trash containers must be bagged at all times and located in close proximity to the food truck and very visible to food truck patrons. The food truck operators/owners must take the bagged trash and the trash cans with them when they leave the area and dispose of it in an appropriate trash receptacle that they control and pay to have emptied. No food truck operator may place or deposit on the sidewalks, parking areas, sidewalk trash receptacles, private property or streets any trash, litter, garbage, refuse or any other type of waste generated by his or her operation.

- Food truck vendors will be responsible for keeping their vending and consuming area clean and litter free during the duration of the time that their food truck is located along the area permitted for Kansas City St. Patrick's Day Parade. The vending and consuming area is defined as a ten (10) foot radius beyond every part of the food truck. Beginning at 2:15 p.m., the food truck operator shall collect all trash larger than a cigarette butt within a 10-foot-radius of the food truck and take it with them to dispose of in a legal manner outside of the permitted area for Kansas City St. Patrick's Day Parade via a trash removal service that they pay to have provided. The area permitted is Broadway from 31st to 47th streets and for two blocks on either side of that route.

Signed _____ Date _____

SAMPLE - CERTIFICATE OF LIABILITY INSURANCE - SAMPLE

DATE (MM/DD/YYYY)

Month/Date/Year

PRODUCER Insurce Agent/Broker Name Insurce Agent/Broker Street Address or P.O. Box Insurce Agent/Broker City, State & Zip Code Contact & Phone Number	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Subcontractor / Vendor Name Subcontractor / Vendor Street Address or P.O. Box Subcontractor / Vendor City, State & Zip Code	INSURER A: Name of Insurance Company	Enter NAIC#
	INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Policy #	Effective Date	Expiration Date	EACH OCCURENCE	\$1,000,000
	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	Policy #	Effective Date	Expiration Date	COMBINED SINGLE LIMIT (Each Occurrence)	\$1,000,000
	<input checked="" type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$Enter Amount	Policy # (if required)	Effective Date	Expiration Date	EACH OCCURENCE	\$Enter Limit
	<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Policy #	Effective Date	Expiration Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT	\$1,000,000
	<input checked="" type="checkbox"/>	OTHER Liability Insurance for Asbestos Abatement	Policy # (if required)	Effective Date	Expiration Date	Each Occurance	\$1,000,000
						General Aggregate	\$1,000,000

This is a sample. Your insurance agent can provide a form for your business. The certificate holder box in the bottom left corner must list KCSPDPC, PO Box 413673, Kansas City, MO 64141.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

J & J Worldwide Services included as additional insured as required by written contract with respect to General Liability and Auto Liability. Coverage is primary and non-contributory with respect to any other insurance on General Liability. Coverage includes Waiver of Subrogation in favor of contractor on General Liability, Auto Liability and Worker's Comp. All endorsements are attached.

CERTIFICATE HOLDER

J&J Worldwide Services
 3755 S. Capitol of Texas Hwy, Ste. 355
 Austin, TX 78704

Attn: Subcontracts Administration

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE