

2019 PIOTIQUE CELEBRATION VENDOR AGREEMENT

September 28, 2019



REGISTRATION DEADLINE - SEPTEMBER 20th, 2019

- Booth selections will be on a **first come basis**. If your first choice is not available, we will go to your second and then third choice.
- Booth set up time begins at **6:00 AM**. You are responsible for your own booth set up (tables, chairs, trash, extension cord, tent, etc.)
- Vendors must enter from Grant and 5th Street to load and unload. **Vehicles must be removed by 7:15 AM**. Vendors will NOT be allowed into area after 7:15 AM. No refunds. Booths will open at 8:00 AM.
- Each vendor must have a KS Sales Tax Certificate posted in their booth. If you do not have a KS Sales Tax Certificate, one will be provided. You will be responsible for completing and submitting your report to the State.
- Vendors should stay open until 4:00 PM but are welcome to stay until 9:00 PM. Early leaving will jeopardize participation in future Chamber events.
- All areas are to be left clean after shut-down. You must remove your own trash. Bring your own trash bags. Trash should be taken with you or can be placed in the dumpster behind the Police Station.
- If you are a Not-for-Profit organization, you must provide your 501(c)(3) letter from the IRS.

ALL FEES ARE NON-REFUNDABLE

Contact Name: _____

Organization/Company: _____

Mailing Address: _____ City _____ State _____ Zip _____

Telephone: _____ Cell Phone: _____

Email Address: _____ Website: _____

KS Sales Tax # _____

If you are Tax Exempt Organization you MUST submit your 501(c)(3) letter with this form.

BOOTH COST CALCULATION

(Based on a 10 x 10 Space)

Choice	Section	Space	Sales	Information	Not for Profit	Amount
1 st	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
2 nd	_____	_____	Check Vendor Map for Prices			\$ _____
3 rd	_____	_____				\$ _____

BRIEF DESCRIPTION OF VENDOR'S ITEMS

Any other special requests: _____

Total Amount for desired Section = \$ _____

Add Electricity: ☐ 110 - \$10.00 or ☐ 220 - \$15.00 = \$ _____

Add \$10.00 if submitted after the September 12th Deadline = \$ _____

Check Num # _____ Date _____ **ALL FEES ARE NON-REFUNDABLE** TOTAL \$ _____

In consideration of your acceptance of this entry, I hereby, for myself, my heirs, executors and administrators, waive any and all rights and claims for damages I may have against sponsors, coordinating groups, and any individuals associated with the event, their representatives, successors and assigns for any and all injuries suffered by me in connection with said event. Also, none of the above are responsible for the loss of personal items nor any other form of aggravation in connection with said event. I also give my permission for the free use of my name and picture in any broadcast, telecast or print media account of this event. In filling out this form, I acknowledge I have read and fully understand my own liability and do accept the restrictions.

Signature _____ Date _____

Print Name _____ **ALL FEES ARE NON-REFUNDABLE**

Please return your completed Vendor Agreement and payment to:
Clay Center Area Chamber of Commerce, 517 Court, Clay Center, KS 67432

Call: (785) 632-5674 or Email: claycenterchamber@gmail.com