

2019 Independence Day Celebration July 3, 2019



REGISTRATION DEADLINE - June 28, 2019

Vendor Agreement

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.

Do you require electricity? _____

Any other special requests: _____

- Booth selections will be on a **first come basis**.
- Booth set up time begins at **3:30 PM**. You are responsible for your own booth set up (tables, chairs, trash, extension cord, tent, etc.)
 - Booth Space: Approximately 12x12
 - Set up time: 3:30-4:30 pm
 - Event Time: 4:30-7:30 pm
 - Please enter for set up, through the block of 5th street, between Lincoln Ave & Court Street. The road will be barricaded, so someone will let you in.
 - Check in for this event will be at the Chamber Booth. When you check in, we will at that time inform you of your designated spot on the courthouse square.
 - Please ensure that you bring all your own equipment and supplies. If you had indicated the need of electricity, please be sure to bring an extension(s) cords to tap into the power. If you are one that has indicated the need for electricity, we will do our best to get those booths as close to the power sources as possible.
 - After you have finished unloading your vehicle, please go park your vehicle in another spot. By 4:00, that block will need to be emptied of personal vehicles.
 - You will also need to report any sales tax that you collect.
 - The event starts at 4:30 and ends approximately at 7:30 pm. Please keep your booth set up until the conclusion of the event!
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- Vendors should stay open until 7:30 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 placed in a trash receptacle at the event.
- If you are a Not-for-Profit organization, you must provide your 501(c)(3) letter from the IRS.

I understand the Clay Center Area Chamber of Commerce and/or City of Clay Center are not responsible for the loss of any personal belonging, injury, and/or property damage. 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.

Signature _____

Date _____

Print Name _____

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

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