

**Christmas Around Town Craft and Gift Fair**  
**Saturday, November 23rd, 2019 9:00 am–3:00 pm**  
**In Home/Business Registration**

Please return this application by email [events2@cityofdouglaskks.com](mailto:events2@cityofdouglaskks.com)

Please text or call 316-640-7695 with questions. By submitting this application to the Douglass Events Committee, you are acknowledging that you have read and understand the rules for vendors. We limit direct sales to one booth per company for the event. If we already have the direct sale company you are registering for, you will be notified prior to accepting your \$5 payment to be listed on the map.

- **November 18, 2019: Fees and Registrations are due before this date in order to be listed on the map-No Refunds will be issued**

**Vendor/Booth Information:**

First and Last Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Facebook page or website \_\_\_\_\_

(If you don't have a Facebook or website please attach 3 to 5 pictures of your display and wares so we can highlight you in the facebook event)

**Detailed Description of Wares/Products**

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\$5 Map Fee due: Pd \_\_\_\_\_

## **RULES AND REGULATIONS**

You will be expected to help maintain the integrity of this event by closely reading the following Rules & Regulations as they apply both to your work and to your conduct during the event.

### **GENERAL**

1. The Committee has the final judgment on all issues. All Vendors will be reviewed on quality of products sold, cooperation, and following the rules. Similar commercial vendors will be selected on a first application received basis.
2. There will be NO SELLING of dangerous or implied dangerous toys, weapons or objects.
3. There will be NO SELLING of any items that are vulgar, pornographic, objectionable, or illegal.
4. If you breach any of the rules or you and/or your staffs' conduct is not professional, you will be asked to close your booth and lose the right to do business.
5. Hours of selling should be until 3:00pm Saturday. In-home/business booths have the option to stay open as late as they wish.
6. We work hard to limit like items to 2 booths. Please only bring what you listed on your registrations that we can maintain the variety of wares we strive for.

1. *THE COMMITTEE IS NOT RESPONSIBLE FOR ACCIDENTS, FIRES, OR THEFTS.* Please secure your own items and vehicles.

### **BOOTHS/TABLETOPS AND VENDORS**

1. There must be someone at your exhibit or table at all times. Please make arrangements for all your own coverage needs.
2. The correct sales tax rate is *the exhibitor's responsibility*. You will be liable for State and County, and city taxes. Please remember to check for the current rate for Kansas and Douglass (Butler County) taxes on the following website prior to arriving, <http://www.ksrevenue.org/bustaxtypesales.html>
3. All vendors must be approved by the Events Committee. The committee will screen applications for the quality and variety of vendors and/or crafts before being accepted. Limited commercial vendors will be accepted.