

Christmas Around Town Craft and Gift Fair
Saturday, November 23rd, 2019 9:00 am–3:00 pm
Douglass Community Building (overflow will go to other locations)

Check in/Set Up time: Friday 5:30-6:30

Saturday 7:00 am-8:45 am

Booths: Regular Booths are approximate 8'x10'

TableTops: Table and chair provided only, no specified square footage, space is available

Please return this application by email events2@cityofdouglassks.com

Please text or call 316-640-7695 with questions. You will receive additional information after the selection process. By submitting this application to the Douglass Events Committee, you are acknowledging that you have read and understand the rules for vendors. We limit like items to two booths and direct sales to one booth per company. It is imperative to receive an email saying to remit fees before you send them. **Priority goes to Handmade Vendors. Direct sales are accepted.**

- **October 23, 2019: Fees are due-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)

Detailed Description of Wares/Products

Registration Information **Previous Frontier Christmas Vendor?** If so what year? _____

Site Preference: _____ Community Building _____ High School _____ Library

Need Electricity? (\$3.00) Yes or No \$ _____

of TableTops (table & chair only) _____ @ \$25.00 \$ _____

of regular booths (8x10) _____ @ \$30.00 \$ _____

YOU MUST HAVE CHOSEN AN OPTION ABOVE TO RENT TABLES

of extra tables _____ @\$7.00 each (limited quantities available) \$ _____

Specific booth location requests will be considered, but not guaranteed. Total fees due: \$ _____

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 in the community building.

GENERAL

1. This is an around town event, we fill the community building with vendors first, then overflow to the High School commons.
2. 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.
3. Vendors will receive confirmation with the after the selection process.
4. There will be NO SELLING of dangerous or implied dangerous toys, weapons or objects.
5. There will be NO SELLING of any items that are vulgar, pornographic, objectionable, or illegal.
6. 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.
7. Hours of selling should be until 3:00pm Saturday. In-home/business booths have the option to stay open as late as they wish.
8. 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. If you bring items not listed on your registration that conflict with this 2 booth maximum of like wares you will be asked to remove them.

CHECK IN / CHECK OUT

1. Check-in is Friday will be from 5:30pm to 6:30pm. Saturday is from 7:00am-8:45am You must be set up prior to 9:00 am on Saturday. **YOU MUST BE UNLOADED AND VEHICLE MOVED BY 8AM SATURDAY.** Vendors not meeting this requirement will forfeit their exhibit space and MONEY WILL NOT BE REFUNDED.
2. Upon checking-in you will be directed to your location.
3. *THE COMMITTEE IS NOT RESPONSIBLE FOR ACCIDENTS, FIRES, OR THEFTS.* Please secure your own items and vehicles.
4. No booth is to be removed prior to 3:00 pm on Saturday. You will, however, need to be torn down, cleaned up and out of the building by 4:30pm.

HOUSEKEEPING

1. Each exhibitor is responsible for the appearance of his/her booth space. All trash, boxes, packing, etc. must be properly disposed of. Prices must be posted or marked on your items.
2. Clear pathways will be maintained at all times for the safety of your customers. No booths will extend past the marked edges.
3. If you rent a table and/or chair from us you will be responsible for putting it back in the closet. Your area must be free of trash, tape, and dirt as well please.

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.