



2017 HOLIDAY CRAFT AND VENDOR SHOW

Saturday, December 9, 2017

VENDOR REGISTRATION FORM

All registration forms must be received by Monday, October 16, 2017

Check made out in the proper amount to Butler County Employees Association

Once your registration form has been received you will be sent an email confirmation for your booth.

Booth spaces are \$35.00. Most spaces will be approximately 10' across by 10' deep, if you need additional space please contact us.

Will you need electricity (5.00 charge): Yes _____ No _____

Name: _____

Telephone Number : _____

Address: _____ City, State and Zip _____

Email address: _____

Type of items to be sold: _____

of Spaces Requested: _____ # of Tables Requested: _____

Electricity: _____ (5.00 Charge) Total Amount Enclosed: _____

Exhibitors Representative (Signature/Date)

Please return completed form to:

Butler County

Attention: Sandy Zieman

205 W. Central

El Dorado, KS 67042

Any questions please call Teresa at (316) 258-6255





Terms and Conditions

1. All exhibitors are requested to submit an application form, along with the appropriate booth fee by October 16, 2017. Checks will be deposited on November 1st after the final selection is made. Only one representative from Direct Sales Companies will be allowed. If not selected, your check will be returned to you on November 1st. The fair is open to artists, crafters and vendors. Firearms, knives and weapons will not be allowed.

2. Exhibitors should not assume automatic acceptance.

Booth Space and Electricity

3. Exhibitors must keep displays within the 10" x 10" confines of their booth space. Displays that exceed that space will be removed.

4. Electricity will be available for an additional charge. Please indicate on application form if electricity will be needed.

Payment

5. Full payment must be made with signed contract.

Cancellation

6. Cancellation notice of 14 days in advance is required to receive 100% refund. If less than 14 days' notice is given, exhibitor forfeits full amount and all rights to participate in the event.

Setup/Removal

7. Civic Center will be open for exhibitors to setup on Friday, December 8th from 5 p.m. to 8 p.m. and Saturday, December 9th from 6 a.m. to 9:00 a.m. All exhibitors must be set-up by 9:00 a.m. on Saturday, December 9th.

8. Exhibitors will have from 3 p.m. to 5 p.m. to remove all event materials and merchandise. Exhibitors may not begin tearing down or carrying items out before the event ends at 3 p.m.

Door Prizes

9. Exhibitor agrees to provide a door prize valued at \$10 or greater to be available at the event for raffles or other prizes at the discretion of the Butler County Employee Association. Gift certificates requiring a purchase are not acceptable.

Sales Tax

10. Collection and Payment of Sales Tax is the sole responsibility of the Exhibitor. All federal, state and local laws governing retail sales tax must be followed. I understand the rules and regulations of the event and will comply. I realize that failure to comply may result in expulsion from the event.

Publicity

11. Advertising by the Butler County Employee Association will include newspaper ads and flyers.

12. Exhibitors will be provided flyers and content for emails or direct mailings to publicize the event.

Butler County Employee Association and Exhibitor agree to all of the terms and conditions as set forth in this Agreement.

