



Greater Andover Day's Business Expo/Craft Vendor Application

Date: Saturday, October 3, 2020, 10:00 am to 4:00 pm.

Booth Fee: **\$40** Electricity: **\$20** (limited availability)

Please select which you are interested in:

- Business Expo
- Craft Fair
- Electricity (additional fee & limited availability)

Business Name: _____ Contact Name: _____

Address: _____ City & Zip: _____

Phone: _____ Fax: _____ Email: _____

Product, service, merchandise or Information offered: _____

Kansas Sales Tax ID _____

Be creative at your booth: Give away gifts, coupons, offer interactive games and have prize drawings.

WATER BOTTLES ARE NOT ALLOWED TO BE HANDED OUT FOR FREE.

Each vendor's space pricing is based on a 10' x 10' area that **DOES NOT** include a fixed canopy. Vendor must supply all tables, chairs, materials and other items necessary for setup.

Participants will receive a confirmation kit and booth assignments ON OR BEFORE September 18, 2020.

Complete both pages of application and remit with check payable to Greater Andover Days. Mail to: City of Andover, PO Box 295, Andover, KS 67002. **Applications are due by September 11, 2020.**

Contact the City of Andover at 733-1303 with any questions.

Business Expo/Craft Vendor Rules and Regulations

A signed copy of these rules must accompany the application.

- 1. Payment Deadline:** All fees must be received with application to reserve space.
- 2. Items for Sale or Distribution:** Vendors shall provide a general list of items to be sold. Only one vendor from each company will be selected.
- 3. Sales Tax:** All federal, state, and local laws governing retail sales tax must be followed. An event sales tax account number from State of Kansas can be used in lieu of a State registration if vendor participates in no more than two events in a given year. An event sales tax account number can only be used if the tax is remitted immediately after the event.
- 4. Vending Times/Dates:** The vending date will be Saturday, October 3, 2020 from 10 am to 4 pm. Setup will be on Saturday from 8 am to 10 am at designated location in Andover Central Park.
- 5. Vehicles:** Vehicle(s) with product to unload may park along Bush Parkway near vendor area while **UNLOADING ONLY**. Vehicle(s) must be moved immediately after unloading and before setting up your booth to allow space for others to park and unload.
- 6. Move-out:** Breakdown of booths may begin at **4pm**. Cleanup must be completed by 5pm. Vendors must supply trash bags for personal use; trash receptacles are provided for general trash.
- 7. Cleanliness:** Cleanup is to be completed before departure. Vendor is responsible for assigned spot. It is expected it will be left in the same condition it was found. Please help keep our park clean.
- 8. Electricity:** The festival occurs in a park setting – limited power is available for an additional fee.
- 9. Indemnity:** The vendor and all participants shall indemnify, keep and save harmless the City of Andover, Greater Andover Days, their agents, representatives, members, officials and employees from any and all liability caused by injury or other circumstances resulting from participating in the vendor program. Spaces assigned to the vendor are public and cannot be considered exclusive by the user. The vendor is responsible for any damage done to setup location.
- 10. Application Rejection Policy:** The Festival Committee reserves the right to reject any application.
- 11. Application Cancellation Policy:** There will be no refunds under any circumstances, except in the case of application rejection or unavailability of vendor space.

I have read and understand the conditions, terms and rules provided herein and agree to comply. I further understand that failure to do so may result in immediate dismissal from the event and forfeiture of vending fee.

Business name _____

Signature _____ **Date** _____