



## Craft & Non-Commercial Vendor Saturday, September 27, 2025

**2025 Fall Fest Theme: *Concordia, where history comes alive!***

*Join the nearly 6,000 people in attendance at Fall Fest in Concordia, Kansas!*

Activities Include:

■ Parade ■ Children's Corner Games & Activities ■ Food Booths ■ Art & Craft Booths ■

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### Calling All Vendors

The Concordia Fall Fest Committee is looking for craft and food exhibitors. To apply for your booth at our 2025 event, please complete the form on the back. If you email your form, please follow up to make sure it was received. **Please turn in registrations by August 31st.** Registrations received after August 31st will have to be approved by the Fall Fest Committee and will be charged an additional \$5.

### Booth Information

Booth spaces are approximately 8' X 10'. The booth spaces cost \$40 and \$45 if you need electricity. Non-profit booths cost \$20 and \$25 with electricity. You will need to bring your own table and chairs, these items will not be provided. Before you set up your booth, please check in at the Fall Fest Information Booth, located at the intersection of 6th and Washington, by Century 21. All booth spaces will be marked and numbered with chalk on the sidewalk and street. Business entrances are not allowed to be blocked. You may unload your vehicle between 7 a.m. to 8 a.m., **however, cars must be off the street by 8 a.m.** Saturday, Sept. 27th. Booths should be set up by 9 a.m. The day events will run from 9 a.m. to 3 p.m.

We ask that you stay setup until 3 p.m. Before you leave for the day, please clean up your area and make sure the trash is in one of the dumpsters that are placed by the Post Office (Washington & 7th St.) or behind the fence at Broadway Plaza. Please do not use Maverick's dumpster. If there is not room in the dumpsters please take your trash with you.

Vendor space will be filled at the discretion of the committee, however, we will do our best to place you in the previous year's spot if you wish. Two vendors of each product or service will be allowed. For the health and safety of our Fall Fest patrons, **smoking is prohibited and we ask that you do not bring your pets.**

### Vendor Packets

Vendor Packets will **NOT** be mailed. They will need to be picked up at the Information booth before you start setting up. Packets will include maps, tax info and parking permits. Please place the permit in the front window of your vehicle. All vehicles must be off the street by 8:00 a.m. There is reserved parking for booth exhibitors behind The Citizens National Bank and VIP Majestic Theatre. Vendor maps will however be emailed the week of Fall Fest. Late entries will not be included on the map.

All vendors will receive a preprinted sales tax certificate, Kansas Retailers' Event Sales Tax Special Instructions form, and an envelope to mail remittance and tax return to the Department of Revenue which will be included in the packet. Each vendor must display their sales certificate during the event.

For more information, please refer to [www.concordiakansaschamber.com](http://www.concordiakansaschamber.com) or email [info@concordiakansaschamber.com](mailto:info@concordiakansaschamber.com).



# Craft & Non-Commercial Vendor

## Saturday, September 27, 2025

Please complete this form to be a craft or non-commercial food exhibitor at Concordia’s 43rd annual Fall Fest. If you email your form, please follow up to make sure it was received. **Please turn in registrations by August 31st.** Registrations received after August 31st will have to be approved by the Fall Fest Committee and will be charged an additional \$5.

### Contact Information

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Federal Tax ID number: If Applicable \_\_\_\_\_

### Booth Information

**Description of vendor services/products:** This helps us to not place competitors in adjacent booth spaces.

Check boxes that apply:

I have a tall display       I will be using an EZ Up/Tent      Height: \_\_\_\_\_

**Electricity Needed:**  Yes     No    Amount of electricity needed \_\_\_\_\_

*Electricity is limited. You must supply sufficient electrical cord and duct tape to secure to the ground.*

### Additional Information

Please include any additional information or special needs that pertain to your booth.

### Payment Information

**Yes!** I have enclosed payment for my booth at the Concordia 2024 Fall Fest. The Chamber has a slot in the front door for your convenience.

\_\_\_\_\_ **For PayPal payments online, please add \$3.00 for fees.**

*By checking yes, I understand that all Federal, State and local laws governing retail sales tax must be followed. I understand the rules and regulations of the show and will comply. I realize that failure to comply may result in exclusion from the show. The event sales tax account number can be used in lieu of being registered if you participate in no more than two events in a given year and can only be used if the tax is remitted immediately after the event.*

	<u>No Electricity</u>	<u>Electricity</u>	Make checks payable to: <b>Concordia Fall Fest</b>
<b>Regular Booth Spaces:</b>	<input type="checkbox"/> \$40	<input type="checkbox"/> \$45	Mail to: Concordia Chamber of Commerce
<b>Non Profit Booth Spaces:</b>	<input type="checkbox"/> \$20	<input type="checkbox"/> \$25	207 W 6th
			Concordia, KS 66901

*The Concordia Area Chamber of Commerce shall not be held liable for any damage, injury or loss that occurs to vendors participating at Fall Fest.*