



# Commercial Food Vendor

## Saturday, September 23, 2023

*Join the nearly 6,000 people in attendance at Fall Fest in Concordia, Kansas!  
Activities include children's games, rides, dancing, local talent*

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### Calling All Vendors

The Concordia Fall Fest Committee is looking for commercial food exhibitors. To apply for your booth at our 2023 event, please complete the form on the back. If you provide an email address, a confirmation notice will be sent upon receiving registration. **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 for commercial vendors are \$75. 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 Barn, located at the intersection of 6th and Washington. All booth spaces will be marked and numbered with chalk on the sidewalk and street. You may set up between 7 a.m. to 9 a.m. on Saturday, September 23rd. By 9 a.m. booths should be completely set up and all cars should be parked in designated parking by 8:00 a.m.. We need the cars off the streets by 8:00 a.m. The day events will run approximately from 9 a.m. to 3 p.m.

We ask that you stay setup until 3 p.m. Commercial vendors have the choice to stay for the evening festivities from 8 p.m. to 12 a.m. Vendor space will be filled based on first right of refusal and then first come, first served basis. Two vendors of each product or service will be allowed. For the health and safety of our Fall Fest patrons, we ask that you refrain from bringing your pets.

### Vendor Packets

Vendor Packets will **NOT** be mailed. They will need to be picked up at the Information booth by Century 21, that morning before you start setting up. Packets will include maps, parking permits and your Fall Fest exhibitor vehicle ID. Please place the vehicle ID in the front window of your vehicle. All vehicles must be off the street by 9:00 a.m. There is reserved parking for booth exhibitors behind The Citizens National Bank. Vendor maps will however be emailed as soon as it is completed.

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)



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Please complete this form to be a commercial food exhibitor at Concordia's 41st annual Fall Fest. If you provide an email address, a confirmation notice will be sent upon receiving registration. **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

### Contact Information

Organization Name: \_\_\_\_\_  
Contact \_\_\_\_\_ Person: \_\_\_\_\_  
Phone \_\_\_\_\_ Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Booth Information

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

Check boxes that apply:

Day Festival Attendee (8a.m. to 4p.m.)  Evening Festival Attendee (8 p.m. to 12 p.m.) \_\_\_\_\_

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

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

**Special requests for booth placement:** Requests are not guaranteed.

### Payment Information

**Yes!** I have enclosed payment for my booth at the Concordia 2023 Fall Fest.

*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 each year and can only be used if the tax is remitted immediately after the event.*

Make checks payable to: **Concordia Fall Fest**

**Mail to:** Concordia Chamber of Commerce/Fall Fest 207 W 6<sup>th</sup> St., Concordia, KS 66901

**Pay online and email form to :** [info@concordiakansaschamber.com](mailto:info@concordiakansaschamber.com)