Fall Fest
CONCORDIA, KANSAS

Craft & Non-Commercial Vendor

Saturday, September 24, 2022

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 ■

Calling All Vendors

The Concordia Fall Fest Committee is looking for craft and food exhibitors. To apply for your booth at our 2022 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 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 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., ***however, cars must be off main street by 8 a.m.*** Saturday, Sept. 24th. Booths should be set up by 9 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. 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.). 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. 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. Smoking is prohibited.

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, 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 8:00 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 or email info@concordiakansaschamber.com.

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Please complete this form to be a craft or non-commercial food exhibitor at Concordia's 40th 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 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.

Payment Information

❒ ***Yes!*** I have enclosed payment for my booth at the Concordia 2022 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 in a given year and can only be used if the tax is remitted immediately after the event.

	No Electricity	Electricity
Regular Booth Spaces:	❒ **$40**	❒ **$45**
Non Profit Booth Spaces:	❒ **$20**	❒ **$25**

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

Mail to: Concordia Chamber of Commerce
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.