



# VALLEY CENTER CHAMBER OF COMMERCE

200 East Main Street • PO Box 382 • Valley Center, KS 67147  
(316) 755-7340 • info@valleycenterchamber.com

**2018 Valley Center  
Fall Festival  
September 21st & 22nd**

## NONPROFIT VENDOR BOOTH APPLICATION

Is this your first year to apply at our Fall Festival?  
YES  NO

Do you need electricity? YES  NO   
(limited, not guaranteed)

Organization or Business Name:

Brief description of items to be sold:

Contact Person:

Mailing Address:

City: State: Zip:

Phone: Cell Phone:

Email:

Booth Type:	Early Fee:	Late Fee:
<input type="checkbox"/> North Park Street Outdoor - <b>Nonprofit</b>	\$45.00	\$55.00
<input type="checkbox"/> LeVenue Inside - <b>Nonprofit</b>	\$70.00	\$80.00
<input type="checkbox"/> Electricity needed — extension cords <b>NOT</b> provided	\$10.00	N/A

### FRIDAY 5:00 pm to 10:00 pm • SATURDAY 9:00 am to 8:00 pm

- Applications received after August 17th, 2018 will be charged a \$ 10.00 late fee; Applications must be received no later than September 7th, 2018; Booth fees **MUST** be sent with the application in order to be considered for the Fall Festival
- Set-up time for Outdoor Booths will be Friday from 12:00 pm - 5:00 pm and Saturday from 7:30 am- 9:00; All vehicles must be moved off Main Street by 8:30 am Saturday morning; Set-up time for Indoor Booths will be Friday from 12:00 pm - 6:00 pm.
- All Booths are approximately 10 ft. X 10 ft. and are immediately adjacent to each other if extra space is need around the Booth an additional space will need to be purchased; A description of the plans for the Booth must be provided on a separate sheet of paper.
- Vendors are responsible for set-up and tear down of Booth Spaces and **MUST** provide their own tables and chairs; Booths cannot begin tear down prior to closing if it interferes with normal festival activities; No cars will be allowed in festival areas.
- **NO REFUNDS** will be given; If your application is not accepted your fee will be returned to you.

*The Valley Center Chamber of Commerce, the City of Valley Center, and their agents will assume no responsibility or loss or damage to any vendor property*

Signature:		Date:
Space #	Additional Space # (optional)	

**Permission for Photography:**

I grant full permission to the Valley Center Chamber of Commerce, and or Valley Center Fall Festival Event Coordinator to use & publish photographs of me, or in which I may be included from this event for the Valley Center Chamber of Commerce website (www.valleycenterchamber.com), Social Media Accounts, and any 2018/2019 Event Marketing Materials.

Business Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Any Specific Branding information or guidelines we must use before using your images or photographs:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved By:**

Chamber Director/Event Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

*Valley Center Chamber of Commerce Office Use Only:* Booth Number: \_\_\_\_\_

- |                                     |                                                      |                                                               |
|-------------------------------------|------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Cash       | <input type="checkbox"/> Check • Check Number: _____ | <input type="checkbox"/> Credit/Debit Card • Invoice #: _____ |
| <input type="checkbox"/> QuickBooks | <input type="checkbox"/> Spreadsheet                 | <input type="checkbox"/> Mail Chimp                           |