



Valley Center Chamber of Commerce
 209 West Main Street Suite B • Post Office Box 382
 Valley Center, KS 67147 • Office: (316) 755-7340
info@valleycenterchamber.com
 • www.valleycenterchamber.com

2022 Valley Center
 Fall Festival
 September 23th & 24th

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) - Valley Center Resident	\$55.00	\$65.00
<input type="checkbox"/> North Park Street (Outdoor) - Non-Valley Center Resident	\$75.00	\$85.00
<input type="checkbox"/> LeVenue (Indoor) (non-food)	\$100.00	\$110.00
<input type="checkbox"/> Electricity needed - extension cords NOT provided	\$10.00	\$10.00

FRIDAY 5:00 pm to 10:00 pm • SATURDAY 11:00 am to 10:00 pm

- Applications received after Sept 3rd, 2022 will be charged a \$ 10.00 late fee; Applications must be received no later than September 10th, 2022. Contact our office after the 10th to check availability; 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 am; 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 - 5:00 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!!

Payment Date:	Payment Type:	Booth Spaces:	Notes:
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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: _____ Cash Check • Check Number: _____

Credit/Debit Card • Invoice #: _____

QuickBooks Spreadsheet Mail Chimp