



Valley Center Chamber of Commerce

PO Box 382, 209 W. Main Street Ste B
Valley Center, KS 67147

www.vckschamber.com
info@valleycenterchamber.com
316.755.7340

Valley Center Fall Festival ~ September 23 & 24, 2022
Non Profit Vendor Application

Is this your first year to apply at Fall Festival? YES <input type="checkbox"/> NO <input type="checkbox"/>		Do you need electricity? YES <input type="checkbox"/> NO <input type="checkbox"/> (limited, not guaranteed)	
Organization or Business Name:			
Brief description of items to be sold:			
Contact Person:			
Address:			
City:	State:	Zip:	
Daytime phone:	Cell Phone:		
Email:			
Booth Type:	Late fee applies after Sept 3rd	Early Fee:	Late Fee:
<input type="checkbox"/> North Park Street/Main St (Outdoor) - Non Profit		\$45.00	\$55.00
<input type="checkbox"/> LeVenue (Indoor) (non-food) - Non Profit		\$100.00	\$110.00
<input type="checkbox"/> Electricity needed — extension cords NOT provided		\$10.00	\$10.00
Set-up time for outdoors will be Friday 12:00 PM - 5:00 PM and Saturday 7:30 AM - 9:00 AM (Vehicles must be moved by 8:30 am) *Times subject to change before festival.		Exhibit time outdoor	Fri: 5:00 pm-10:00 pm Sat: 9:00am-8:00 pm
Set-up time for indoors will be Friday 12:00 PM - 6:00 PM *Times subject to change before festival.		Exhibit times indoor	Friday 6 pm-10:00 pm Sat:10:00 am-8:00 pm

- All Booths are approximately 10 ft. X 10 ft. and are immediately adjacent to each other. If you need space around your booth you will need to purchase an extra space.
- A detailed description of your plans for your space must be written on the back of this form or on a separate sheet of paper.
- You are responsible for set-up and tear down of your booth space. You **MUST** provide your own tables and chairs needed for your booth.
- No breakdown of booth space prior to closing if it interferes with normal festival activities. No cars allowed in festival areas.
- Early application deadline is Sept 10th, 2022. Late application deadline is September 17, 2022 and will have a late fee applied.
- The booth fee **MUST** be sent with the application in order for your application to be considered for the Fall Festival.
- **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 for loss or damage to any vendor property.

Signature:	Date:
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Office Use:

<input type="checkbox"/> INDOOR	<input type="checkbox"/> OUTDOOR	Space #
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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 2020/2021 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: _____

c Cash
c QuickBooks

c Check • Check Number: _____
c Spreadsheet

c Credit/Debit Card • Invoice #: _____
c Mail Chimp

Office Use:

<input type="checkbox"/> INDOOR	<input type="checkbox"/> OUTDOOR	Space #
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