



118th Annual Kansas Wheat Festival

Wellington, KS

July 11 – 15, 2018

Arts & Crafts Fair - Saturday, July 14th

ARTS & CRAFTS FAIR APPLICATION

State Tax ID# _____ OR Please obtain a temporary KS Tax ID # for me.

Business Name: _____ Email: _____

Name: _____ Web Site: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Emergency Contact: _____ Phone: _____

Product Description (see below for category): _____

(Please category/identify exhibited items as artisan designs, hand-crafted, antiques, repurposed vintage pieces, shabby chic, direct sales, plants, food products, textiles, commercial wares or non-profit. This will help us better organize the layout of exhibitors.)

My Booth is (Choose One): Arts & Crafts Commercial Non-Profit

COST: *The fee for all booth spaces is \$50. The fee is due with submission of application. Payment is requested in form of a check, mailed or dropped off at our office. NO REFUNDS.*

EXHIBIT SPACE: Spaces are 12 x 12. If you require a larger space, an additional fee will be charged. You must request a larger space at the time of application. *You will need to provide your own tables, chairs, displays and tents.* Please note, this is an outdoor event with limited shade. Please plan for the heat. Please bring your own drinking water, too.

GENERAL INFORMATION:

- The location is Sellers Park, an outdoor park located at Harvey & B Streets in Wellington, KS.
- The hours for the Arts & Crafts Fair are from 8 a.m. to 2 p.m. Set up begins at 6 a.m. All booths must be down and cleared by 4 p.m.
- The deadline for applications is ASAP – first come, first served.
- Electricity is not available.
- The application can be dropped off, emailed or mailed. Our contact information is:

Wellington Area Chamber of Commerce / CVB

PO Box 686

208 N Washington

Wellington, KS 67152

Phone: 620-326-7466 or email: wellingtonschamber@gmail.com





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2018 VENDOR FAIR GUIDELINES

EVENT LOCATION, DATE & TIME:

- Set up The location is Sellers Park, an outdoor park located at Harvey & B Streets in Wellington, KS.
- The event is scheduled for Saturday, July 14, 2018. The hours for the Arts & Crafts Fair are from 8 a.m. to 2 p.m. begins at 6 a.m. All booths must be down and cleared by 4 p.m.

TYPES OF SALES ALLOWED: We welcome: artisan designs, hand-crafted, antiques, repurposed vintage pieces, shabby chic, direct sales, plants, food products, textiles, commercial wares or non-profit. Please indicate the type of product you are selling or demonstrating to help us better organize the layout of exhibitors. Only one representative of a direct sales product is allowed. First come, first served. Duplicate applications will be returned.

BOOTH FEE: All booths are \$50 each for Arts & Crafts, Commercial and Non-Profit. **NO REFUNDS.**

EXHIBIT SPACE: Spaces are 12 x 12. If you require a larger space, an additional fee will be charged. You must request a larger space at the time of application. *You will need to provide your own tables, chairs, displays and tents.* Please note, this is an outdoor event with limited shade. Please plan for the heat.

REGISTER and PAY: Applications and payment must be dropped off or mailed to the Chamber office. The Chamber office is open 9a-12n and 1p-5p M-F. The deadline for applications is ASAP – first come, first served. The application can be dropped off, emailed or mailed. Our contact information is:

Wellington Area Chamber of Commerce / CVB
PO Box 686
208 N Washington
Wellington, KS 67152
Phone: 620-326-7466 or email: wellingtonschamber@gmail.com

UTILITIES: No electricity available. No Wi-Fi available. Please bring drinking water.

TAXES: Vendors are responsible for their own tax records. We will provide you with a Retailers Sales Tax Event Registration packet from the Kansas Department of Revenue (KDOR). The KDOR Special Events Team contact is Robert Adcock and he can be reached at 785-207-4972 with questions.

PROMOTION: The Kansas Wheat Festival is promoted in several state and trade publications as well as area media venues.

OTHER GENERAL INFORMATION:

- No refunds
- Unless prior approved, all vehicles must be removed from the exhibit area no later than 730am.
- The Wellington Area Chamber of Commerce is not responsible for loss of articles or accidents.

THANK YOU FOR YOUR PARTICIPATION AND HELPING TO MAKE THE KANSAS WHEAT FESTIVAL A SUCCESS!

