



Valley Center Chamber of Commerce
 PO Box 382, 200 W. Main Street
 Valley Center, KS 67147

www.vckschamber.com
 director@vckschamber.com
 316.755.7340

Valley Center Fall Festival ~ September 22 & 23, 2017
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 August 31	Early Fee:
<input type="checkbox"/> North Park Street (Outdoor) - Non Profit			\$45.00
<input type="checkbox"/> LeVenue (Indoor) (non-food) - Non Profit			\$70.00
<input type="checkbox"/> Electricity needed — extension cords NOT provided			\$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 August 31, 2017. Late application deadline is September 15, 2017 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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