**ARGONIA DAYS**

**VENDOR CONTRACT**

**Date: May 14th, 2022**

**Event Time: 11:00 – 3:00 p.m.**

**Location: Downtown Argonia**

**FEE:** $10. Booths spaces are no more than 10ft x 10 ft but can be adjusted by prior approval to accommodate the applying vendor. Booth Space that will be larger than 10x10 will be $15.00. Application deadline is April 22, 2022 by NOON.

**ELECTRICITY** – Electricity will not be provided.

**WHAT YOU MAY SELL** - Direct sales are allowed, limit one vendor per company. Handmade artisian type items or repurposed for new type items are allowed and encouraged. No garage sale or flea market type items will be allowed. Food Truck and food based items are allowed upon approval. Any vendor displaying items not previously approved on application may be asked to remove them from the show and may be ineligible for future events the City sponsors.

**STATE TAX:** Each vendor is required to provide Kansas Sales Tax ID and is responsible to pay Kansas Sales Tax. Direct sales go through their particular companies. Go to wwww.ksrevenue.org or call 785-368-8222 for a free application.

**LICENSING:** All food vendors must have/provide proper licenses and post them in their booths.

**SETUP:** Arrival & Setup time is any time after 9:30 a.m. and must be tore down and removed no later than 3:30 p.m. A representative of the City of Argonia will be on site by the 9:30 a.m. set up time if there are any questions regarding your placement in the park. No vehicles will be allowed on main street as there is a parade that will be going down main street. We will set vendors up along main street sidewalks and the grass area north of the Bank. You will need to unload your vehicle and move it to an appropriate area before the event begins for the day. Each vendor is responsible for bringing their own equipment needed such as canopy, tables, chairs, etc. Please make sure you bring proper weights that will secure your canopy in the Kansas wind. ☺ Stakes are allowed in the grass area.

**TEAR DOWN:** Please do not tear down your booth prior to 3:00 p.m. Do not move your vehicle into the vendor area prior to 3:00 p.m. to ensure the safety of our attendees. You are responsible for cleaning up your area that your booth is set up at. Anyone who fails to completely remove any and all items that your booth space could cause you to be ineligible for future events the City hosts.

**LIABILITY:** The City of Argonia and its directors, employees, paid personnel and volunteers of “Argonia Days” are not responsible for inclement weather, loss or damage to property, injury or accidents of any kind.

**CANCELLATIONS:** If you fail to show the day of the event or cancel after being approved for the day of the event you can become ineligible for future events. If unforeseen circumstances are involved please notify the City Clerk at 620-435-6417 or 620-435-6553 asap to let the City know you can’t be at the event.

To agree to the terms above please sign and date this form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business or Booth

**VENDOR CONTRACT & APPLICATION**

COMPANY NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS OWNER NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_\_

KANSAS SALES TAX NUMBER (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF FOOD LICENSE(S) (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOOD LICENSE NUMBER (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VENDOR TYPE: (what you are selling):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF ITEMS YOU WILL BE SELLING (food or items):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BOOTH SPACE:** Indicate number of booth spaces needed. Limit two spaces per vendor. Booth fee is $10 to $15 this year with application. Application deadline is April 22nd by NOON. Make checks payable to City of Argonia. You can mail your applications to City of Argonia, P.O. Box 35, Argonia, Kansas 67004 or return in person to City Hall at 210 s. Main.

**RIGHT TO REFUSAL:** Organizers reserve the right to refuse or reject any application. Any vendor violating the terms of the contract or application will be asked and required to leave the event.

SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY:**

**DATE RECEIVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**