



## **Booth Reservation Guide for Vendors**

### **Maple Leaf Festival – October 16<sup>th</sup> & 17<sup>th</sup> 2010**

**SHOW TIMES: SATURDAY 9:00 a.m. – 6:00 p.m.**  
**SUNDAY 9:00 a.m. – 5:00 p.m.**

**Parade is at 10:45 a.m. - on 6<sup>th</sup> St.**

### **Your paid reservation must be mailed by June 1, 2010**

All exhibitors in the Maple Leaf Festival must meet the following terms and requirements. Please review these terms carefully. Your signature on your application form constitutes acceptance of these terms.

#### **Requirements for Eligibility**

- Arts and Crafts booth items are restricted to hand-made arts and crafts only.
- No flea market, garage sale, or resale items are allowed.
- Edible items must be prepared and prepackaged in advance, not on site.
- The Committee reserves the right to remove any item from sale that is deemed inappropriate or which fails to meet our criteria.
- All applicants must submit 2 or 3 photographs of the work they will bring to the show. Each photo must have return address information on the back. If you wish the photographs returned, please include a self-addressed, stamped envelope of sufficient size. Photos will be returned after vendor selections have been completed.
- Acceptance will be based on quality of design and creative use of materials as well as excellence in craftsmanship.
- The Booth Committee reserves the right to exclude non-compliant vendors from future shows.
- Your permanent Kansas Sales Tax Number MUST be included with your application.
- Returning vendor status will not be considered in the jury process.
- You may state on your application a preferred location, however this will not guarantee you will be accepted or assigned to that location. Attempts will be made to place vendors at or near a requested location, HOWEVER, late applications will be treated as such and no promises apply, regardless of how many years a vendor has attended the Festival.
- Vendors requesting two day spaces are expected to maintain the booth both days with sufficient product to sell both days.
- Decisions by the Booth Committee are final.

#### **Vendor Information**

- The allotted space per booth is 10 feet in width (frontage) and approximately 8-10 feet in depth. The depth varies depending upon the location of the booth.
- Tent or canopy size is restricted to 10 x 10 or smaller.
- We do not provide tents, tables or chairs.
- The vendor is responsible for setting up and taking down his own booth.
- It will be your choice to either take down entirely or leave your booth standing overnight. Although attempts will be made to provide security, please be advised that vendors assume all risk for accidents and losses to themselves and exhibits. The Baldwin City Community Maple Leaf Planning Association, Inc. cannot be responsible for theft and damage to merchandise or personal property. We encourage all vendors to carry liability insurance.
- The Booth Committee must approve any substitution of product or vendor.
- It is strongly recommended that all booths have fire extinguishers conveniently located in case of emergency. The City Fire Chief recommends a minimum of two five-pound extinguishers.
- It is expected that the area in and around the space your booth occupied during the Festival will be returned to its previously existing condition prior to your departure.
- Some booth spaces are smaller than others and some store fronts have awnings. You should also be aware there are trees spaced throughout the area. Be sure to include the dimensions of your booth on your application, including the tent height.
- No pets are allowed, per City ordinance.
- No parking is permitted on Eighth Street between Chapel and Indiana St. or on High St. between Sixth and Ninth Streets except during set-up and take-down. All vendor vehicles must be out of the booth area by 8:30 a.m. Saturday morning.

## Booth Reservation Information for Vendors (Continued)

### FEES

Outdoor booths (downtown)

- \$200.00 two spaces for two days
- \$100.00 one space for two days
- \$ 75.00 one space for one day (extremely limited number)

Indoor booths (extremely limited number)

- \$230.00 two spaces for two days
- \$115.00 one space for two days

Electricity:

- \$25.00 - Spaces with electrical outlets are limited. ONE 120 volt 20 amp duplex outlet may be requested and, if available, this charge will be required in addition to the booth fee.

### ADDITIONAL INFORMATION

- ***Your paid reservation must be mailed by June 1, 2010.*** We have a great demand for booth space and *your timely response is essential*. A form showing your booth location and confirmation form will be sent to you, upon your acceptance, after September 1, 2010. Retain this form for your records. If you are not selected, your booth fee will be refunded. If you have sent your application and have not received information from us by Sept. 15, please contact us by e-mail or mail. Checks are cashed upon receipt. This doesn't automatically mean your application has been accepted.
- The Maple Leaf Festival does not charge a percentage of your sales.
- The fees for all spaces, including electricity, if requested, must be included with your application.
- Returned checks, for any reason, will be grounds for removal from this and future Maple Leaf Festivals.
- There are no refunds for cancellations less than 30 days prior to the Festival.
- Please refer to additional information on reverse for further details for exhibitors.

**QUESTIONS? If you have questions, e-mail: [booths@mapleleaffestival.com](mailto:booths@mapleleaffestival.com). Please include your name, address, phone number (including area code) and your question. We ask that you be patient as we are all volunteers with job and family commitments. We will respond as quickly as time and schedules permit.**

***Proceeds from this event help to support youth activities and community groups in Baldwin City. We thank you for your support and assure you that we always make every effort to assure you have a successful show.***

***Maple Leaf Festival Booth Committee***