

2018 KANSAS CHOCOLATE FESTIVAL

VENDOR CONTRACT

September 29, 2018 10:00 a.m. – 2:00 p.m. at Downtown Topeka, KS

- Vendor space is available for handmade arts and crafts, antiques, and retail.
60% of your items need to be chocolate themed!
- Vendor space is 10'x10' for \$50.
- You are responsible for loading and unloading your own merchandise.
- We do not supply canopies, tables, water, or electricity.
- Someone must be taking care of your display at all times during the event.
- All items must be priced in a legible manner.
- **BOOTHS MUST BE SET UP BY 9:00 a.m. Vehicles must be out of the area by 8:30 a.m. No exceptions! Booths may not be taken down until 2:00 p.m.**
- **Sales of food or drink are not permitted.**
- After payment is received, if you are unable to attend the festival for any reason, your booth fee is considered a donation.
- Kansas Chocolate Festival, Greater Topeka Partnership, City of Topeka, its agents, employees, volunteers, venue and representatives are not responsible for any lost, stolen, broken, or damaged items.
- By paying the booth fee, all income from sales is yours. Collecting and reporting Kansas tax is your responsibility.

If you have any questions or to register, please contact Rosa Cavazos.
(785) 234-1030 or rosa.cavazos@topekapartnership.com

Registration & Payment Deadline: September 14, 2018 Fee for late vendors increases to \$100 after September 14, 2018.

BUSINESS NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

ON-SITE PHONE NUMBER: _____

EMAIL (REQUIRED): _____

WEBSITE/FACEBOOK: _____

DESCRIPTION OF ITEMS: _____

FORMS OF PAYMENT YOU ACCEPT:

Cash:

Credit:

Check:

APPLICATION DEADLINE: Sept. 14, 2018. On-site space assignments and load-in instructions will be sent via email after Sept. 21.

\$50 Payment made with... (Late payment increases to \$100)

Check #: _____

Cash: _____

Credit Card: _____

(Make checks payable to: Greater Topeka Partnership)

(Card payment made over the phone)

Send payment and application to:

Visit Topeka
Attn. Rosa Cavazos
618 S. Kansas Avenue
Topeka, KS 66603