



Belle Plaine's Downtown Festival

at 5th & Merchant

April 12th & 13th, 2024

Friday & Saturday

Vendor Fair

2024 VENDOR FAIR GUIDELINES

BOOTH FEE: Indoor and Outdoor spaces (\$50) for **Saturday**. Electricity is \$10 and limited. Indoor only. **RV hookups available in nearby Oxford KS.**

REGISTER at www.belleplainefestival.com/vendors or mail the **Vendor Fair Entry** form to address provided. Payment will be requested upon approval. Please identify exhibited items as artisan designs, hand-crafted, antiques, repurposed vintage pieces, shabby chic, direct sales, plants, food products, textiles or commercial wares.

Photos of your booth and products may be requested. STATE TAX ID NUMBER MUST BE INCLUDED ON ENTRY FORM. (Vendors are responsible for their own tax records.)

You may only exhibit items listed on your entry form.

Only one direct distributor per vendor.

Rain or shine event. No refunds will be issued.

REGISTER EARLY as booth assignments are determined by date of registration (to include application and payment), and # of booths purchased. Prior year's participation is not a guarantee of acceptance or booth placement. To provide a successful event for our exhibitors and provide a wide variety of offerings to fair attendees, it may be necessary to return some applications.

GENERAL INFORMATION

- Chamber Information Booth opens at 5:00 p.m. on Friday and 8:00 a.m. on Saturday.
- Pets allowed on leashes—outside only.
- The Belle Plaine Area Chamber of Commerce is not responsible for loss of articles or accidents. Increased security provided.

OUTSIDE STREET BOOTH SIZE locations are 10' deep and 10' wide. Outside vendors will be located on Merchant Street and Downtown.

INSIDE BOOTH SIZE varies between 80–100 square feet—limited availability. Inside vendors are located in the BPES gym.

In case of inclement weather—plan ahead, bring tarps, cement/lead weights for canopy and wind tolerant displays.

ACCEPTANCE Approved exhibitors will be notified of acceptance via email and payment will be requested. **Arrival Instructions** will be provided prior to festival weekend.

UPON ARRIVAL You'll receive a **Welcome Packet** which includes booth location, Downtown Festival Schedule of Events, and general information. Please bring your own display and moving equipment such as tables, benches, easels, dollies, extension cords, etc. Vehicles must be removed from the exhibit area as quickly as possible. No vehicles are allowed within the exhibit area during fair hours of 9 a.m.–11 p.m. without prior approval.

Arrivals after 8 a.m. will not be allowed to set up.

CLOSE Vendor Fair closes at 4 p.m. on Saturday. There will be activities at the stage on Merchant Street into the evening hours if outside prefer to stay open. Local police are in charge and will move barricades at the proper time to ensure safety of attendees and facilitate tear down/exit from the festival.

Vehicles will not be admitted into the exhibit area until closing time.

We appreciate your cooperation!

SOCIAL MEDIA We love it when you post letting your followers know you will be at the Downtown Festival Vendor Fair, but please make sure the information your are posting is correct. You are encouraged to share our official Downtown Festival Vendor Fair event.

FOR MORE INFORMATION Check our website www.belleplainefestival.com for Guidelines, Schedule of Events and more info.

CONTACT bpfestival.vendor@gmail.com or Belle Plaine Area Chamber of Commerce, Inc. at PO Box 721, Belle Plaine KS 67013.

Follow us on facebook.com/belleplainefestival.

Let's continue to grow in 2024!

Contact the Vendor Coordinator at bpfestival.vendor@gmail.com

Updated August 2023



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2024 VENDOR FAIR ENTRY

Open Registration

State Tax ID # (required) _____

Business Name _____

E-Mail _____ Website _____

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Emergency Contact _____ Phone _____

You may only exhibit items listed on your entry form. Only one direct distributor per vendor.

Describe exhibited items _____

Continue on Back

Truck or Canopy size (if using) _____ Notes _____

Other considerations? _____

I understand Belle Plaine Area Chamber of Commerce, Belle Plaine's Downtown Festival, USD 357, and the City of Belle Plaine KS is not responsible for and loss, theft, or damage. I accept responsibility for my property. I agree my booth will remain open and manned during Vendor Fair core hours Saturday 9:00 a.m. to 4:00 p.m. The Belle Plaine Area Chamber of Commerce reserves the right to decline an entry. As an exhibitor, I have read, understand and agree to all items of this application and information included in the Vendor Fair Guidelines.

Signature _____ Date _____
(Required)

FOR CHAMBER USE ONLY

Date Received _____ ☐ PayPal ☐ Venmo ☐ Check ☐ Money Order

Amount \$ _____

Registration Deadline
March 31, 2024

Vendor Fair Only
Saturday
April 13th
Rain or shine event. No refunds will be issued.

Apply online at
belleplainefestival.com/vendors/

Email completed entry form to
bpfestival.vendor@gmail.com
with subject line **VENDOR**
ENTRY & business name.

Scan or fill in pdf form. NO PHOTOS!

Or mail this entry form to
Belle Plaine Chamber of Commerce
Downtown Festival Vendors
PO Box 721
Belle Plaine KS 67013

**Payment will be requested
upon approval.**

Inside & Outside \$50 Per Space

Preference ☐ Indoor ☐ Outdoor

_____ of Spaces

+ \$10 Electricity (Indoor Only)