



# Kechi's Third Annual Artisan Lane Outdoor Festival

Dear Artisan, Crafter, Collector, or Business Vendor:

You're invited to participate in Kechi's Third Annual Artisan Lane Outdoor Festival being held on **Saturday, September 13, 2014 from 9:00 a.m. to 4:00 p.m.** at the Artisan Lane Shops located at 147 N Oliver in Kechi KS (just West of Karg Art Glass at 61<sup>st</sup> N and Oliver). The festival will showcase artisans, crafters, collectors, and businesses from our community and surrounding areas.

The Artisan Lane Festival committee is now accepting applications for this event. The standard booth space is 10' wide by 10' deep in an outdoor setting (**Fee: \$30 on or before August 15<sup>th</sup>, \$50 after August 15<sup>th</sup>; free for Kechi Chamber members**). Applicants should furnish their own tables/chairs and tent/canopy (including weights). A limited number of tables are available for a \$10 rental fee. Booths are assigned at random on a first-come, first-serve basis once the completed registration form and payment is received. Electricity is limited and is available for an additional \$10 fee.

Please note that the Vendor Application, Fees, and signed copy of the Rules and Regulations must be returned by August 31, 2014, to:

Cindy M Wolf  
Artisan Lane Festival Committee  
P.O. Box 136  
Kechi, KS 67067

**Checks should be made payable to: Kechi Chamber of Commerce.**

Each applicant is responsible for paying Kansas State Sales Tax to the Kansas Department of Revenue. If you don't have a Kansas Tax ID#, an Event Tax ID# will be provided in your welcome packet.

Please let us know if you plan a demonstration in your booth.

If you have any questions, please contact Cindy Wolf at [cindys-quiltsnmore@cox.net](mailto:cindys-quiltsnmore@cox.net) or call (316) 708-2706.

We look forward to seeing you at this year's event.



## Kechi's Third Annual Artisan Lane Outdoor Festival Vendor Application

**Applications due by:** August 31, 2014

**Booth Fee:** \$30 on or before August 15<sup>th</sup>, \$50 after August 15<sup>th</sup>; free for Chamber members (plus, if needed, \$10 for electricity and/or \$10 for each table). Electricity and tables are limited, and is available on a first-come, first-served basis once payment is received. Please enclose payment with your registration and make check payable to: Kechi Chamber of Commerce.

**Event Date/Time:** Saturday, September 13, 2014 from 9:00 a.m. to 4:00 p.m. Setup for vendor booths will be between 7:00 a.m. and 9:00 a.m. on Saturday, September 13, 2014 unless special arrangements are made prior to the festival. Parking is available at an off-site location near Artisan Lane Shops.

**Location:** Booth spaces will be located on the concrete driveways and parking areas at Artisan Lane Shops, 147 N Oliver, Kechi, KS (just west of Karg Art Glass at 61<sup>st</sup> N and Oliver). Spaces are available on a first-come, first-serve basis. Space provided will be 10' wide x 10' deep. You are responsible for tables (unless rented), chairs, canopy (optional but recommended), materials, etc.

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Kansas Tax ID #:** \_\_\_\_\_

**Description of merchandise/wares, service, or information offered:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of Demonstration (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**I plan to bring/setup a canopy:** Yes \_\_\_\_ No \_\_\_\_

**I need electricity (additional \$10 Fee):** Yes \_\_\_\_ No \_\_\_\_

**I need to rent a table (additional \$10 Fee per Table):** Yes \_\_\_\_ No \_\_\_\_; How many: \_\_\_\_\_

**Return Application, Rules & Regulations, and Fee (payable to: Kechi Chamber of Commerce) to:**

Cindy M Wolf

Artisan Lane Festival Committee

P.O. Box 136

Kechi, KS 67067



## Kechi's Third Annual Artisan Lane Outdoor Festival Vendor Rules and Regulations

Each vendor's space pricing is based on a 10' wide x 10' deep area on a concrete parking lot or driveway that does not include a fixed canopy. Vendors must supply all tables (unless rented), chairs, canopy & weights (optional but recommended), and other items and materials necessary for setup. Electricity and tables are available for an additional fee of \$10 each on a first-come, first-served basis once payment is received. A signed copy of these rules must accompany the application. Confirmations will be sent on or before August 31, 2014.

1. **Payment Deadline:** Fees must be received with application to reserve space.
2. **Sales Tax:** Vendors are required to collect and pay applicable sales tax to the Kansas Department of Revenue. You must provide a Tax ID number to participate. If you don't have a Tax ID, a temporary tax form will be provided the day of the event. A list of all participants will be provided to the Kansas Department of Revenue.
3. **Vending Times/Dates:** The vending date will be **Saturday, September 13, 2014 from 9:00 a.m. to 4:00 p.m.**
4. **Setup/Tear-down:** Vendors are responsible for their own setup and tear-down. Setup will begin at 7:00 a.m. on Saturday, September 13 and tear-down will begin at 4:00 p.m. Tear-down will not be allowed before 4:00 p.m. All booths must be dismantled and all materials removed from the premises by 6:00 p.m. Please ensure that your area is left in the same condition that it was when you arrived. Cars will not be allowed in vendor area between 9:00am – 4:00pm.
5. **Indemnity:** The vendor and all participants shall indemnify, keep and save harmless The Kechi Chamber of Commerce, Artisan Lane Shops, their agents, representatives, members, officials, and employees from any and all liability caused by injury or other circumstances resulting from participating in the festival. The vendor is responsible for any damage done to setup location.
6. **Application Rejection Policy:** The Festival Committee reserves the right to reject any application.
7. **Application Cancellation Policy:** There will be no refunds under any circumstances, except in the case of application rejection.

**I have read and understand the conditions, terms, and rules provided herein and agree to comply. I further understand that failure to do so may result in immediate dismissal from the event and forfeiture of vending fee.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_