

City of Garnett - Sesquicentennial Celebration  
October 8, 2011  
Application for  
Celebration Craft Vendor

Date: \_\_\_\_\_  
Vendor Name and/or  
Civic Organization's Name: \_\_\_\_\_  
Sales Tax Account Number: \_\_\_\_\_  
Contact Person's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Person's Business Telephone: \_\_\_\_\_  
Contact Person's Home Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

If someone other than the person signing this contract will be in charge of your space, please list that person's name, address, phone number(s) and affiliation below –

Name: \_\_\_\_\_  
Address & Phone # \_\_\_\_\_

**Please submit form by September 1.**

Please list the items you will be selling at your booth below. Just an idea of what your specialty is:

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

Space Size: Outdoor Craft Vendor Space Size is 12 feet x 12 feet.

Will you need electricity?            Yes            No

Electrical requirements: \_\_\_\_\_

Please be as specific as possible: amps, volts, outlet requirements.

You will be able to begin setting up your booth at 7:00 a.m. on Saturday, October 8, 2011. It is up to the vendors to provide their own equipment, including tables, chairs, extension cords, etc.

**Vendor Requirements:**

- You must provide your own insurance. You are not insured through the City and the City assumes no liability for you.
- All vendors must clean up their area and leave it as clean as they found it.
- You must have adult supervision in instances where children who work your vendor booth are under the age of 18 years.
- **No alcoholic beverages will be allowed in the vendor area.**
- You must have adult supervision in instances where children who work your vendor booth are under the age of 18 years.

- Sales Tax: Craft vendors are required by Kansas law to charge and remit sales tax, currently 8.3%. Remittance of sales tax is due to the Kansas Department of Revenue immediately following the festival. It is up to you to remit sales tax to the Kansas Department of Revenue on your behalf. Per requirement by the Kansas Department of Revenue, by completing this application along with your signature you are showing the following intent: "All federal, state, and local laws governing retail sales tax must be followed. I understand the rules and regulations of this festival and will comply. I realize that failure to comply may result in expulsion from this festival."

Vendor fees have been reduced to...FREE!

~~Each craft vendor at the 150th Celebration will pay a \$50 Deposit (\$35 of the deposit will be refunded if vendor shows up) per 12' x 12' space. Please complete this form, sign and return by October 3, 2011.~~

If you have questions, please call City Hall at (785) 448-5496..

**Release of Claims:** *My signature indicates that I have read the information provided in this application and understand it fully. My signature acknowledges that I and organization or business I am representing cannot hold the City of Garnett, volunteers, and any group affiliated with the Garnett Sesquicentennial Celebration for any incidents, damages, losses, accidents or thefts that may occur to me or my organization or business during this event.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this completed application to:

City of Garnett  
Attn.: Garnett 150  
P.O. Box H  
Garnett, KS 66032