



Tonganoxie Sesquicentennial Non-Food Vendor Information

Booths

The fee is the same regardless of whether you plan to sell for just one day or two

- \$50 per each 10x10 space
- \$60 per each 10x10 space with electricity

The allotted space per booth is 10x10 feet, so your tent or canopy size is restricted to the total number of booth spaces you purchase. The City of Tonganoxie will not provide tents, tables, or chairs. Vendors are responsible for setting up and taking down their own booth. It will be the vendor's choice to either take the booth down entirely on Friday night and set it back up on Saturday, or leave the booth standing overnight. Although attempts will be made to provide adequate security, please be advised that vendors assume all risk for accidents and losses to themselves and exhibits. The City of Tonganoxie cannot be held responsible for theft and damage to merchandise or personal property. We strongly encourage all vendors to carry liability insurance.

Set Up

Vendors may begin setting up at 12:00 on Friday, June 10, and sales will begin at 4:00 p.m. Saturday vendors can begin setting up at 7:00 a.m., with sales beginning at 10:00 a.m. There will be bands playing until 11:00 p.m. both evenings.

Additional Information

Your paid reservation must be received by April 1, 2016. A letter confirming your reservation and booth location will be sent after May 1, 2016. If you have sent your application and have not received information from us by May 10, please contact jshockley@tonganoxie.org. Checks will be cashed upon receipt. The City of Tonganoxie will not charge you for a percentage of your sales; however, you will be required to report your sales to the Kansas Department of Revenue and collect sales tax on all sales during the event. The fees for all spaces, including electricity, must be included with your application. Returned checks, for any reason, will result in a \$20.00 fee, and you will not be permitted to participate as a vendor.

Questions?

If you have any questions, please email jshockley@tonganoxie.org or call Tonganoxie City Hall at 913-845-2620 ext. 1040.

Application and Payments

To reserve your space, please submit the vendor application to jshockley@tonganoxie.org or PO Box 326 Tonganoxie, KS 66086. Applications can also be dropped off to City Hall at 321 S. Delaware, Tonganoxie, KS 66086. For your convenience, you can also submit your application and pay the vendor fee via credit card online at <https://tonganoxie.seamlessdocs.com/f/vendorform>.

Please make all checks payable to the City of Tonganoxie